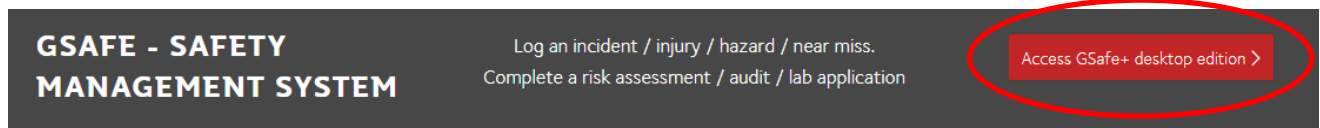


International Travel Risk Assessment Instructions

1. Log into GSafe.

<https://www.griffith.edu.au/health-safety-wellbeing>

Scroll down and click 'Access GSafe+ desktop edition'




Access the WHS Risk Register in GSafe.









You also need to click WHS Risk Register on the next screen



2. Press the Filter button  at the top of the page. Enter Risk Assessment number 10101 in the Risk Number box and press Apply.



3. The Risk Assessment will appear.

Risk Register											
Active Archived All											
Ref. ▼	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment			Last Review	Next Review	Commands
						Inherent	Current	Residual			
10101	Live	Approved International Travel for Official Griffith University Business and/or Representation (Template)	Matt Pappalardo	People Services and Safety	Off Campus	Not Rated	Medium	Medium	29/04/2021	29/04/2023	     

4. Clone RA 10101.

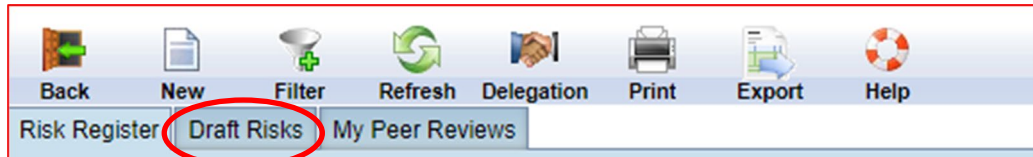
Click on the clone button.



A pop-up window will open asking for confirmation. Click

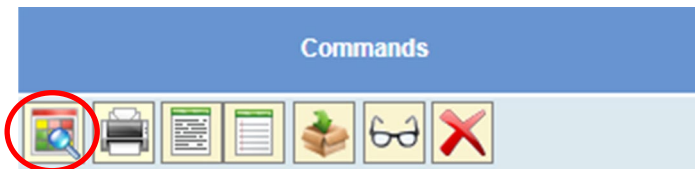
OK

GSafe will then generate a copy of the risk assessment into "Draft Risks" with a new risk reference number.




5. Update the Risk Assessment with your trip details.

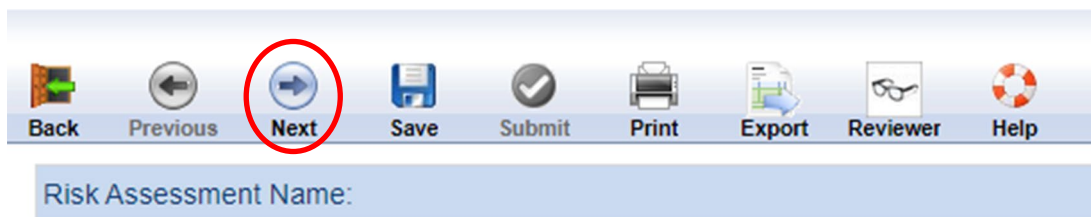
Click the View / Edit Risk button.



6. Update the first page details:

- Update the Risk Assessment Name and Describe task / use sections
- Update the Risk Approver by using the magnification icon  to search and select your Head of School or Element.

7. Navigate to the second page of the Risk Assessment.



Review content and update with your trip details where relevant.

Add new controls to Step 6 if applicable.

Press the green Submit button to request approval for the Risk Assessment

