


1. Introduction

This guide is designed to assist staff and students to conduct and manage online risk assessments using the CHARM system. University risk assessments are to be entered on CHARM via the WHS Risk Register. A risk assessment is used to systematically identify all of the risks associated with a task, activity or process. Appropriate controls and responsibilities for implementing those controls are identified within the risk assessment which must be made available to all stakeholders involved to ensure the information is effectively and appropriately communicated.

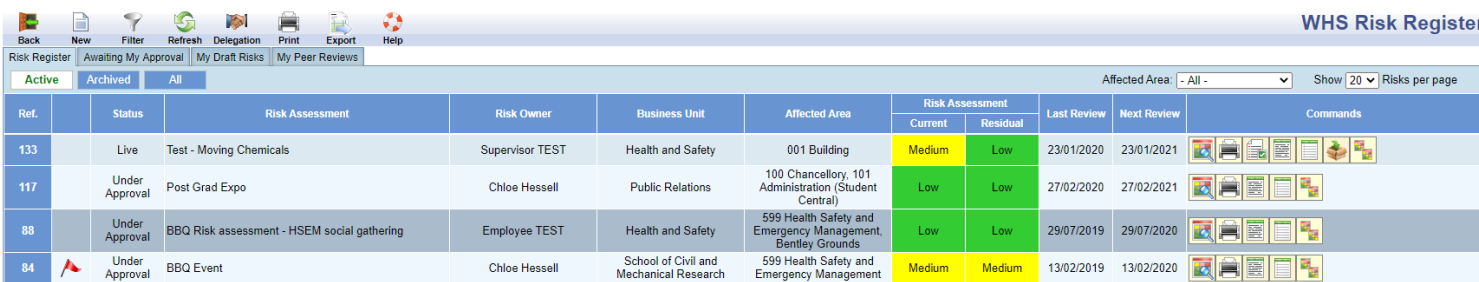
2. Accessing the CHARM Risk Register



WHS Risk Register
View and manage WHS Risk

Log into [Staff Portal](#) / [Student OASIS](#) (Via Campus Life and Guild tab) and click on the CHARM icon to access CHARM
Once logged in to CHARM, click the **WHS Risk Register** icon


WHS Risk Register




WHS Risk Register

Affected Area: - All - Show 20 Risks per page


The **WHS Risk Register** contains a list of all of the approved Risk Assessments (RA) across the University.




New
Create a **new** risk assessment




Filter
Filter the list of risks to search




Delegation
Delegate management of risk approvals if going on leave




Print




Export
Print or **Export** risks to download




View the risk assessment



View comments, peer reviews and **review history**































Archive the risk assessment


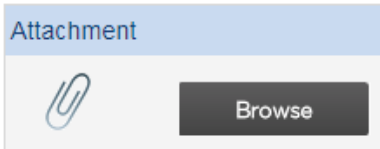



Clone to create a draft to edit

3. Conducting a Risk Assessment

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Risk Assessment Name:</p> <div style="display: flex; align-items: center;">  <input style="flex-grow: 1;" type="text"/> <div style="margin-left: 5px;">   </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Describe task/use:</p> <div style="display: flex; align-items: center;">  <input style="flex-grow: 1;" type="text"/> <div style="margin-left: 5px;">   </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Risk Approver</p> <div style="display: flex; align-items: center;">  <input style="flex-grow: 1;" type="text" value="Supervisor"/> <div style="margin-left: 5px;">   </div> </div> </div>	<p>From the WHS Risk Register, click new.</p> <p>Provide a name for the risk assessment. </p> <p>Describe the activity / process to be assessed.</p> <p>The Risk Approver will default to your direct line manager/supervisor. Click the magnifying glass to search for a person and change the Approver if this is not correct. The Risk Approver selected is the Manager/ Supervisor responsible for your activity.</p>
--	---

<p>Date of Risk Assessment:</p>  <input type="text" value="31/07/2017"/> 	<p>Enter the date of the risk assessment.</p>
<p>Risk Owner:</p>  <input type="text" value="A. Person"/>  	<p>The Risk Owner will default to yourself</p> <p>Click the next  button</p>
<p>Assessment Team:</p>  <input type="text"/> 	<p>Enter details of all people involved in the risk assessment.</p>
<p>Effect</p>  <input type="radio"/> Organisation Wide <input checked="" type="radio"/> Specific Location(s)	<p>Select “Specific Location(s)” and use the magnifying glass to search and select the specific building locations and departments/ areas the risk assessment is relevant to.</p> <p>For example: If you are conducting an activity in building 400, you will need to select, Bentley Campus and then Building 400.</p> <p>In the business unit section, click on the magnifying glass icon and use the down lists to filter down to filter down to the School, Department or Area that will be impacted by the risk.</p> <div data-bbox="89 1151 635 1473"> <p>Find Business Unit</p> <p>Enter the business unit name or select the business from the dropdown/text box:</p> <p><input type="text" value="Curtin University"/> </p> <p><input type="text" value="Office of the Provost"/> </p> <p><input type="text" value="Faculty of Health Sciences"/> </p> <p><input type="text" value="School of Public Health"/> </p> <p><input type="text" value="Enter a keyword or click the arrow to select"/> </p> <p>Current Result</p> <p>Curtin University -> Office of the Provost -> Faculty of Health Sciences -> School of Public Health</p> </div> <div data-bbox="687 1151 1326 1458"> <p>Find Location</p> <p>Enter the location name or select the location from the dropdown/text box:</p> <p><input type="text" value="Bentley Campus"/> </p> <p><input type="text" value="400 Public Health"/> </p> <p>Current Result</p> <p>Bentley Campus -> 400 Public Health</p> </div>
<p>Documents referenced:</p>  <input type="text"/> 	<p>Enter the details of any relevant documents that assisted in the preparation of this risk assessment.</p> <p>Enter any further notes if required.</p>

	<p>Risk Assessments can be restricted to ensure confidentiality throughout the risk assessment process.</p> <p>Restricted risk assessments have limited visibility and can only be viewed by Health and Safety, the Risk Owner, Risk Approver and assigned Peer Reviewers.</p> <p>To restrict your risk assessment click “Yes” and enter a mandatory reason for restricting your risk assessment.</p>
	<p>Use the attachment section to browse your computer and upload documentation to support your risk assessment.</p> <p>Click next at the top of the screen to continue </p>

Assessing the Risk

Back
New
Previous
Next
Save
Submit
Help

Risk Assessment

Identify		Assess		Control	
Step 1 Risk Factor and Risk Description <div style="border: 1px solid #ccc; padding: 5px;"> Plant and Equipment Operating band saw to cut wood pieces for design sculpture. The operation of the band saw may result in an injury to the operator's hands and body parts caused by exposure to the moving saw blade. Long hair, loose clothing, and jewelry could become entangled in the moving parts of the equipment. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Medical incident / emergency Lack of operator competency / training Lack of inappropriate guarding Unauthorised / unrestricted access Poorly maintained plant (e.g. unsafe condition) Adverse impact on the environment Exposure to moving parts (e.g. pinch points) Poor traffic layout Fire/explosion Pre-purchase risk assessment Exposure to Fluids/gases under pressure Mechanical/ equipment failure </div> <div style="margin-top: 5px;"> </div>	Step 2 Existing Control(s) <div style="border: 1px solid #ccc; padding: 5px;"> 4 - Engineering Guarding in place on equipment. </div> <div style="margin-top: 5px;"> </div>	Step 3 Current Rating <div style="background-color: yellow; text-align: center; padding: 10px;"> Medium Matrix </div>	Step 4 Proposed Control(s) <div style="border: 1px solid #ccc; padding: 5px;"> 6 - Personal Protective Equipment (PPE) Safety glasses to be purchased for the workshop and worn by operators at all times. </div> <div style="margin-top: 5px;"> </div>	Step 5 Who is responsible? <div style="border: 1px solid #ccc; padding: 5px;"> Supervisor TEST 29/09/2017 </div>	Step 6 Residual Rating <div style="background-color: green; text-align: center; padding: 10px;"> Low Matrix </div>

Step 1. Select risk factors from the drop down list. Check the descriptors boxes that apply to the risk.

Use the icon to add additional descriptors not listed.

Enter specific risk information in the free text field.

Use the icon to add more risk factors from the drop down list.

Step 2. Select hierarchy of controls from the drop down list and enter descriptions for the controls that are already in place to reduce the risk.

If there are no existing controls, please select "No Controls" from the drop down list.

Step 3. Use the matrix to assess the level of risk with the current controls in place.

Step 4. Enter additional controls that need to be put in place to reduce the risk.

If there are no proposed controls, please select "No Controls" from the drop down list.

Step 5. Click the magnifying glass to search and assign a responsible person and due date to complete the proposed controls in step 4.

Step 6. Estimate the level of risk that will be present after the proposed controls have been put in place.



Save

Click the save button to save the risk assessment as a draft. The risk assessment will be available in your "My Draft Risks" tab on the WHS register. When the risk assessment is in draft you can invite a person to peer review your risk assessment prior to submitting it to your supervisor for approval.



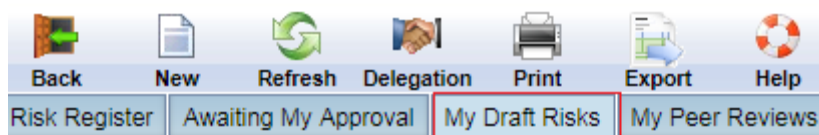
Submit

To submit risk assessment to your Supervisor (Risk Approver) for approval, click on the submit button.

Note: You will not be able to edit or invite peer reviewers to view the risk assessment once it has been submitted for approval.

4. Peer Review

A Peer Reviewer can be invited to view a draft risk assessment and provide comments back to the Risk Owner prior to the risk assessment being submitted for approval to the Risk Owner.

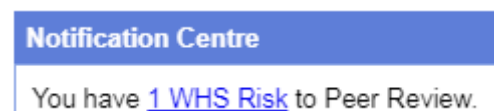


To invite a Peer Reviewer, from the WHS Risk Register, go to your “My Draft Risks” tab and click on the invite icon to search and assign a peer reviewer.

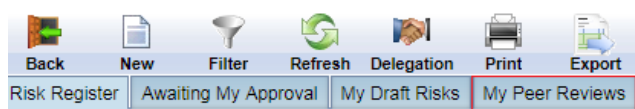


Use the First Name: and Last Name: fields to search for the correct person. Search results will appear in the text box. Click the **Add>>** button to move the user to the assigned list and click OK.

The peer reviewer will receive an email to review your risk whilst it is in a draft status before it has been submitted to the Risk Approver.



To conduct a Peer Review, upon receipt of the Peer Review invite email, log into CHARM via the Staff Portal. The WHS Risk will appear on the notification centre of your CHARM Dashboard.

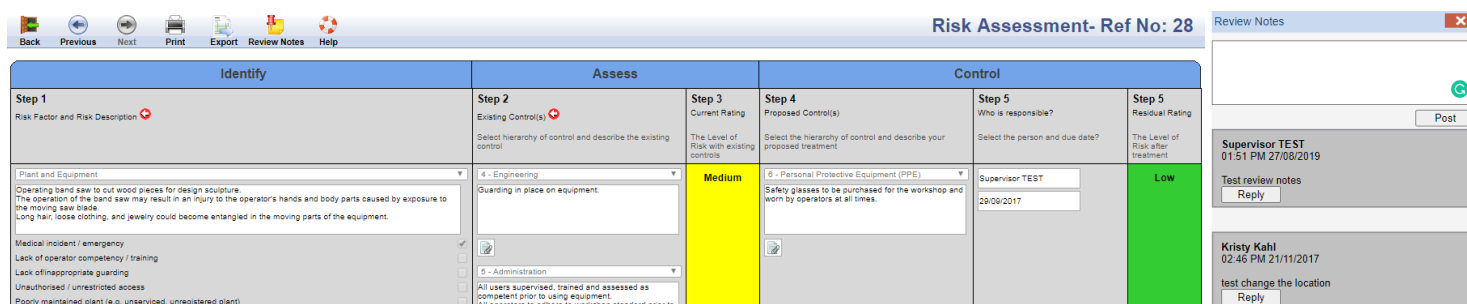


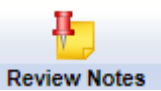
To access the Risk, click on the **WHS Risk Register** and then on the **My Peer Reviews** tab.



Click on the view risk  icon to view the risk assessment

Once on the risk assessment use the next  icon to navigate through the risk assessment to view.



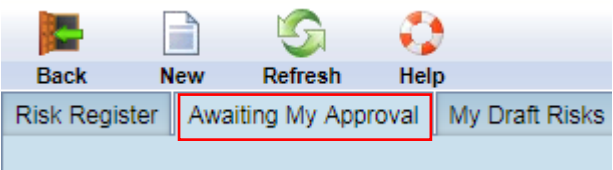
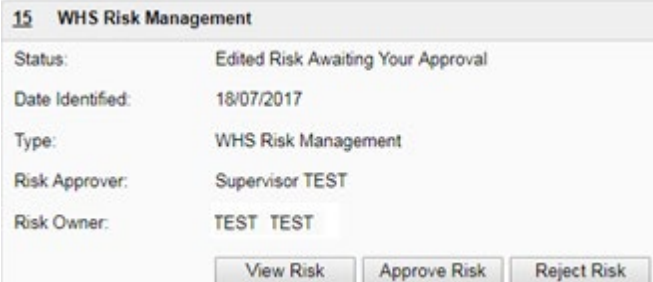


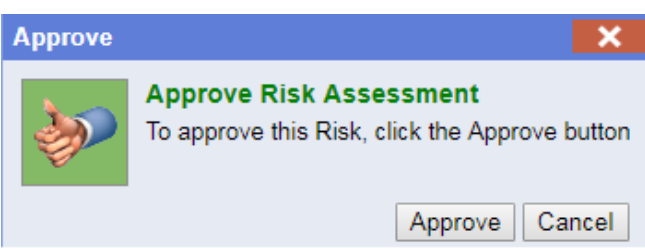
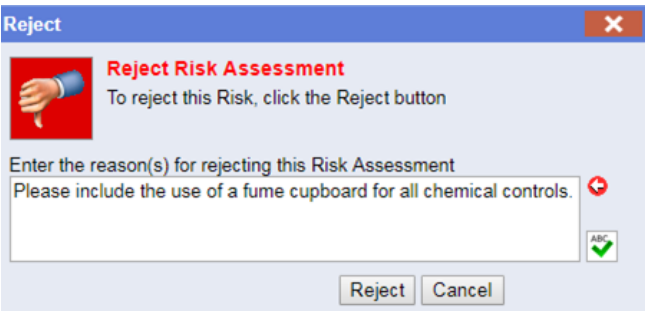


Click the Review Notes icon  and leave your peer review comments and click submit. The notes will appear in a Review Notes section located on the right hand side of the page.

The Risk Owner will be able to see the peer review comments by navigating to the **WHS Risk Register**, clicking on the **My Draft Risks** tab and locating the draft risk assessment.

5. Risk Approver and Risk Approvals

Once a risk assessment has been submitted for approval, an email will be sent automatically to the Risk Approver. The Risk Approver is the Manager/Supervisor responsible for the approval of the risk assessment activity. The Risk Approver is responsible for ensuring the risk owner has adequately identified, assessed and controlled the hazards associated with the activity.

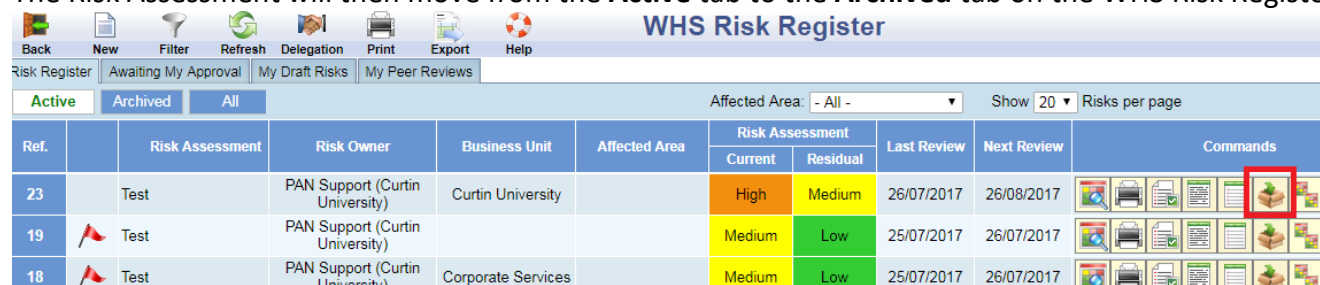
 <p>You have 2 WHS Risks to approve.</p>  <p>WHS Risk Register View and manage WHS Risk Assessments</p> 	<p>Upon receipt of the Risk Approval email, log into CHARM via the Staff Portal.</p> <p>The WHS Risk will appear on the notification centre of your CHARM Dashboard.</p> <p>To access the Risk, click on the WHS Register and then on the Awaiting my Approval tab.</p>
 <p>15 WHS Risk Management</p> <p>Status: Edited Risk Awaiting Your Approval</p> <p>Date Identified: 18/07/2017</p> <p>Type: WHS Risk Management</p> <p>Risk Approver: Supervisor TEST</p> <p>Risk Owner: TEST TEST</p> <p><input type="button" value="View Risk"/> <input type="button" value="Approve Risk"/> <input type="button" value="Reject Risk"/></p>	<p>Click View Risk to view the risk assessment awaiting approval.</p>  <p>Once on the risk assessment use to Next button to navigate through the risk assessment to view.</p> <p>Once you have viewed the risk assessment click “back”</p> <p>Return to the “Awaiting my Approval” tab.</p> 
 <p>Approve</p> <p>Approve Risk Assessment To approve this Risk, click the Approve button</p> <p><input type="button" value="Approve"/> <input type="button" value="Cancel"/></p>  <p>Reject</p> <p>Reject Risk Assessment To reject this Risk, click the Reject button</p> <p>Enter the reason(s) for rejecting this Risk Assessment Please include the use of a fume cupboard for all chemical controls.</p> <p><input type="button" value="Reject"/> <input type="button" value="Cancel"/></p>	<p>Approve or Reject the risk and provide comments back to the Risk Owner.</p> <p>Approve risk: The risk will appear on the Risk Register.</p> <p>Reject risk: The Risk Owner will be notified via email with your comments and the risk will return to a draft status. The Risk Owner will need to make the required changes and resubmit the risk assessment for approval.</p> <p>Note: If you are not the appropriate Supervisor to approve the risk assessment. Please reject the risk and inform the Risk Owner in the comments of the appropriate Risk Approver. The risk owner will need edit the risk to assign the new risk Owner and submit it for approval.</p>

7. Archiving Risk Assessments

Once a Risk Assessment is no longer current or in use it can be archived so it is no longer on the active WHS Risk Register.

From the **WHS Risk Register**, click on the “**Archive**” button, enter a reason for archiving in the pop up text box and click the save button to archive the risk assessment.

The Risk Assessment will then move from the **Active** tab to the **Archived** tab on the WHS Risk Register.



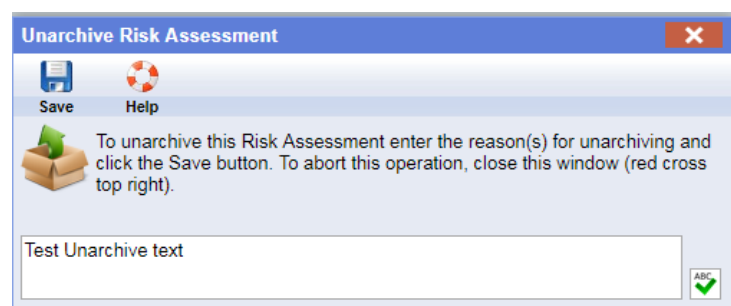
Ref.	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
					Current	Residual			
23	Test	PAN Support (Curtin University)	Curtin University		High	Medium	26/07/2017	26/08/2017	[Icons]
19	Test	PAN Support (Curtin University)			Medium	Low	25/07/2017	26/07/2017	[Icons]
18	Test	PAN Support (Curtin University)	Corporate Services		Medium	Low	25/07/2017	26/07/2017	[Icons]



If a risk assessment has been archived and is required to return to an active status. *I.e. The risk assessment activity is being undertaken again.* You will be required to unarchive the risk assessment.

From the WHS Risk Register, click on the **Archived** tab, locate your risk assessment and click on the **Archive** button. Enter a reason for unarchiving the risk assessment and click save.

The risk assessment will then reappear on the Active tab on the WHS Risk Register.



Unarchive Risk Assessment

Save Help

To unarchive this Risk Assessment enter the reason(s) for unarchiving and click the Save button. To abort this operation, close this window (red cross top right).

Test Unarchive text

ABC

8. Reviewing Risk Assessments

Active risk assessments located on the WHS Risk Register are required to be reviewed based on the residual risk rating as per the [Health and Safety Risk Matrix](#).

- **Extreme** or **high** risk rating: every 1 month
- **Medium** risk rating: every 3 months
- **Low risk** rating: every 6 months



To review a risk assessment, locate your risk assessment from the WHS Risk Register and click on the Formal Review icon

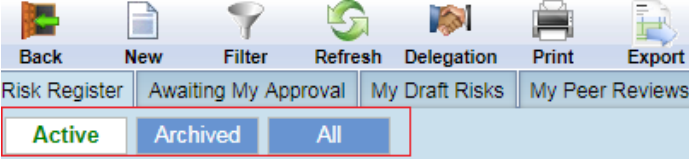
From there you will be guided through Steps 1-5 of the Risk Review process. The purpose of this review is to check that all risks have been identified and that proposed treatments are current and effective. The process involves viewing and making adjustments (if necessary) to risk descriptions, controls and ratings.




Once a risk assessment has been reviewed and submitted, any additional controls that were listed in the review will be sent to the task owners to complete. The review comments will appear in the view comments section accessible from the view comments button on the WHS Risk Register.

9. Filtering and Generating Reports

Users are able to filter and generate excel and pdf reports based on the risks present on the WHS Risk Register.



From the **WHS Risk Register** click on the “Active” “Archived” or “All” tab to produce a list of all the relevant risks under that tab.


Click on the Filter button 


Use the filter fields to select how you would like to filter the risks and click apply.

You can filter by Risk Factor category, Risk Rating, Risk Owner, Business Unit, Location, Assessment team or text.



For example: If you wish to generate a report to see all risks in building 400, go to the Location section, search for Bentley Campus -> 400 Building-> click select and click the apply button to save the filter results.


When your results have been filtered, the screen will return to the WHS Risk Register with the filtered results.

To export the results to excel, click on the Export button  and follow your computer prompts to save the excel file.

To download or print the filtered risks in a pdf document, click on the Print icon  and follow your web browser prompts to print or download the pdf.

PrintRiskRegister.aspx 1 / 1



Risk Register Report
Date of Report: Thursday, 24 August 2017

Ref.	Type	Risk Description	Risk Owner	Business Unit	Current Rating	Residual Rating	Last Review	Next Review
23	*Multiple	Test	PAN Support (Curtin University)	Curtin University	High	Medium	26/07/2017	26/08/2017
18	*Multiple	Test	PAN Support (Curtin University)	Corporate Services	Medium	Low	25/07/2017	26/07/2017

REVISION HISTORY

Revision #	Date	Amendment Description
1	14/06/2017	New Document
2	19/03/2018	Addition of Sections 7, 8 ,9
3	09/07/2018	Change to login details
4	30/07/2019	Update to include Confidential Risk Assessment information
5	08/06/2020	Full review and update to peer review section to update screenshots