

1. Introduction

This guide is designed to assist workers and students to conduct and manage online risk assessments using the CHARM system. University risk assessments are to be entered on CHARM via the Safety 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.

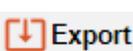
2. Accessing the CHARM Safety Risk Register

	<p>Safety Risk Register</p> <p>View and manage WHS Risk Assessments</p> 	<p>Staff: Log into Staff Portal click on the arrow on the application wheel and click on CHARM</p> <p>Students: Log into Student OASIS click on the My Campus tab and click on the CHARM link</p> <p>Once logged in to CHARM, click the Safety Risk Register icon</p>
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Safety Risk Register

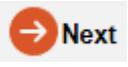
← Back + New Filter Refresh Delegation Print Export Help											
Risk Register		Awaiting My Approval		Draft Risks		My Peer Reviews					
Active		Archived		All		Affected Area: - All -		Show 20 Risks per page			
Ref	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands	
						Current	Residual				
149	⚠	Live	Test - Moving Chemicals	Chloe Hessel	Health and Safety	001 Building	●	●	27/02/2020	27/02/2021	...
144	⚠	Under Approval	Post Grad Expo	Chloe Hessel	Public Relations	100 Chancellory, 101 Administration (Student Central)	●	●	20/02/2020	20/02/2021	...
127	⚠	Live	BBQ Risk assessment - HSEM social gathering	Employee TEST	Health and Safety	599 Health Safety and Emergency Management, Bentley Grounds	●	●	13/11/2019	13/11/2020	...
117	⚠	Under Approval	Post Grad Expo	Chloe Hessel	Public Relations	100 Chancellory, 101 Administration (Student Central)	●	●	27/02/2020	27/02/2021	...

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

					
Create a new risk assessment	Filter the list of risks to search	Delegate management of risk approvals if going on leave	Print or Export risks to download	View, Edit, Archive, Clone or view the audit trail for the risk assessment the risk assessment, View comments, peer reviews and review history	

3. Conducting a Risk Assessment

<p>Risk Assessment Name:</p> <p> * <input type="text"/> </p>	<p>From the Safety Risk Register, click new.</p> <p>Provide a name for the risk assessment. </p>
<p>Describe task/use:</p> <p> * <input type="text"/></p>	<p>Describe the activity / process to be assessed.</p>
<p>Risk Approver</p> <p> * <input type="text"/> </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> <p> <input type="text" value="02/08/2022"/> </p>	<p>Enter the date of the risk assessment.</p>
<p>Risk Owner:</p> <p> * <input type="text" value="Supervisor TEST"/> </p>	<p>The Risk Owner will default to yourself</p> <p>Click the next  button</p>
<p>Assessment Team:</p> <p> <input type="text"/></p>	<p>Enter details of all people involved in the risk assessment.</p>

<div data-bbox="55 152 673 224" style="background-color: #c49a3d; color: white; padding: 5px;">Effect</div> <div data-bbox="124 280 167 340"></div> <div data-bbox="231 286 646 459"> <p><input type="radio"/> Organisation Wide</p> <p><input type="radio"/> Location Types</p> <p><input checked="" type="radio"/> Specific Location(s) / Business Unit</p> </div> <div data-bbox="55 474 673 504" style="background-color: #c49a3d; color: white; padding: 2px;">Location:</div> <div data-bbox="92 542 130 586"></div> <div data-bbox="156 542 255 600"> <p><input checked="" type="radio"/> On Campus</p> <p><input type="radio"/> Off Campus</p> </div> <div data-bbox="156 609 654 645"> <input type="text"/> </div> <div data-bbox="55 676 673 734" style="background-color: #c49a3d; color: white; padding: 5px;">Find Business Unit ✕</div> <div data-bbox="67 766 108 810"></div> <div data-bbox="151 750 678 772">Enter the business unit name or select the business from the dropdown/text box:</div> <div data-bbox="151 772 678 907"> <p><input type="radio"/> Curtin University ▼</p> <p><input type="radio"/> Office of the Provost ▼</p> <p><input type="radio"/> Faculty of Health Sciences ▼</p> <p><input type="radio"/> Enter a keyword or click the arrow to select ▼</p> </div> <div data-bbox="55 833 119 855" style="border: 1px solid #ccc; padding: 2px;">Select</div> <div data-bbox="39 922 151 945">Current Result</div> <div data-bbox="39 952 510 974">Curtin University -> Office of the Provost -> Faculty of Health Sciences</div>	<p>Select “Specific Location(s)/Business Unit” 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, On Campus, 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="55 1057 614 1093" style="background-color: #c49a3d; color: white; padding: 5px;">Documents referenced:</div> <div data-bbox="92 1124 130 1169"></div> <div data-bbox="156 1131 609 1191"> <input type="text"/> </div> <div data-bbox="55 1227 614 1263" style="background-color: #c49a3d; color: white; padding: 5px;">Notes:</div> <div data-bbox="92 1303 130 1348"></div> <div data-bbox="156 1310 609 1370"> <input type="text"/> </div>	<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>
<div data-bbox="55 1438 614 1518" style="background-color: #c49a3d; color: white; padding: 10px;">Restricted Risk Assessment?</div> <div data-bbox="135 1579 210 1653"></div> <div data-bbox="279 1594 359 1713"> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes</p> </div>	<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>
<div data-bbox="55 1796 486 1863" style="background-color: #c49a3d; color: white; padding: 5px;">Attachment</div> <div data-bbox="119 1915 178 1966"></div> <div data-bbox="231 1921 395 1966" style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Browse</div>	<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 ← Previous Next → Save Submit Reviewer Help

Identify	Assess	Control			
<p>Step 1 * Risk Factor and Risk Description</p> <p>Biological / animals / infectious diseases</p> <p>Possible spread of COVID-19 infection from person to person due to attendance at this event.</p> <p>Biological waste Infection of a person by a microorganism Infection of an animal by a microorganism Infection of a plant by a microorganism Infection of a microorganism by a microorganism Contamination of the environment / unintentional release Working in health care facilities, services and environment Working in childcare facilities Handling blood or blood fluid products Contact with used sharps Pandemic influenza Unauthorised access Working without approvals Animal escaping Animal handling Allergies / anaphylaxis Infection with animal diseases / zoonosis Poor food handling practices</p>	<p>Step 2 * Existing Control(s)</p> <p>Select hierarchy of control and describe the existing control</p> <p>5 - Administration</p> <p>WA Government Requirements <input type="checkbox"/> Events to follow the requirements located at - https://ww2.health.wa.gov.au/Articles/A_E/Events-registration</p> <p><input type="checkbox"/> 5 - Administration</p> <p><input type="checkbox"/> Curtin Business Continuity Planning (BCP) for COVID-19 <input type="checkbox"/> All event staff and participants are vaccinated in line with Curtin's Vaccination Policy and Procedures</p>	<p>Step 3 Current Rating</p> <p>The Level of Risk with existing controls</p> <p style="background-color: yellow; text-align: center;">Medium</p> <p>Matrix</p>	<p>Step 4 Proposed new Control(s)</p> <p>Select the hierarchy of control and describe your proposed treatment</p> <p>-- Select Hierarchy of Control --</p>	<p>Step 5 * Who is responsible to implement the proposed controls?</p> <p>Select the person to be assigned the task and the task due date</p>	<p>Step 6 Residual Rating</p> <p>The Level of Risk after treatment</p> <p>Matrix</p>

Step 1. Select risk factors from the drop down list. Check the descriptors boxes that apply to the risk. Enter specific risk information in the free text field. Use the icon to add more risk factors

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.

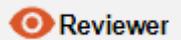
Reviewer

A Peer Reviewer can be invited to view a draft risk assessment and provide comments back to the Risk Owner

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 Reviewer, from your risk click on the Reviewer icon to search and assign a 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.



Good afternoon Supervisor

- You have been invited to 2 WHS Risks to Peer Review.

If you have been added as a Reviewer, to conduct a review, upon receipt of the Peer Review invite email, log into CHARM via the Staff Portal.

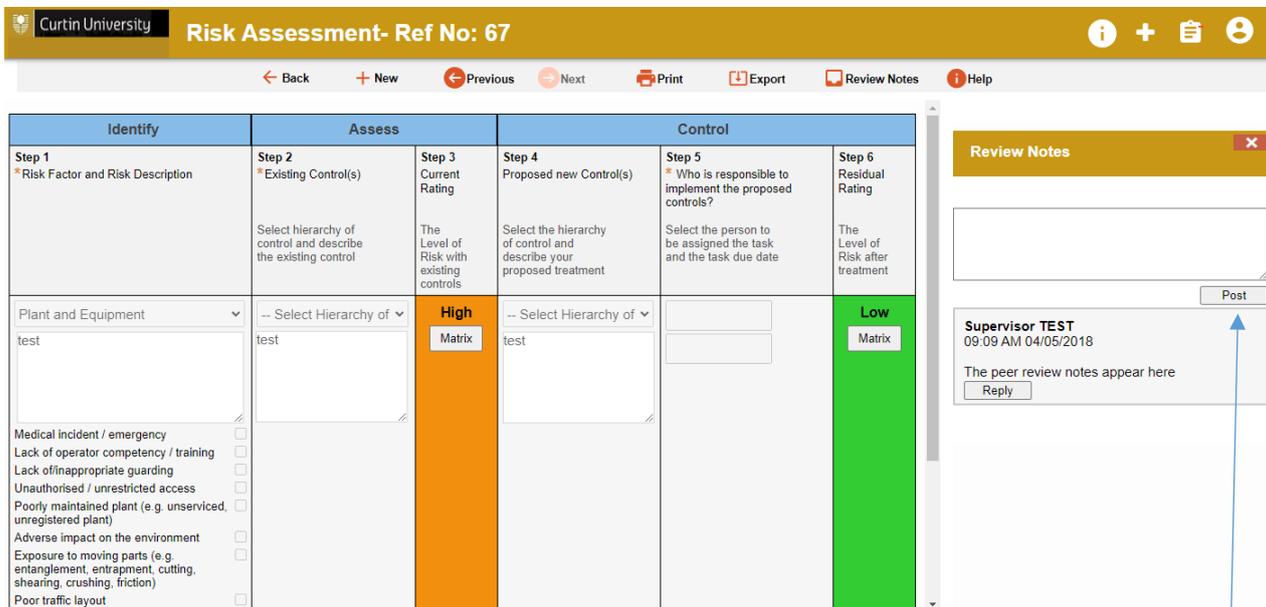
The WHS Risk will appear on the notification centre of your CHARM Dashboard.

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

Risk Register	Awaiting My Approval	Draft Risks	My Peer Reviews
All			
Ref.	Status		Risk Assessment
70	Peer Review ✓	Test - Moving Chemicals	
67	Peer Review ✓	Test - Flying a Drone	

Double click on the risk assessment to open it

Once you have opened the risk assessment, use the Next button icon to navigate through the risk assessment to view.



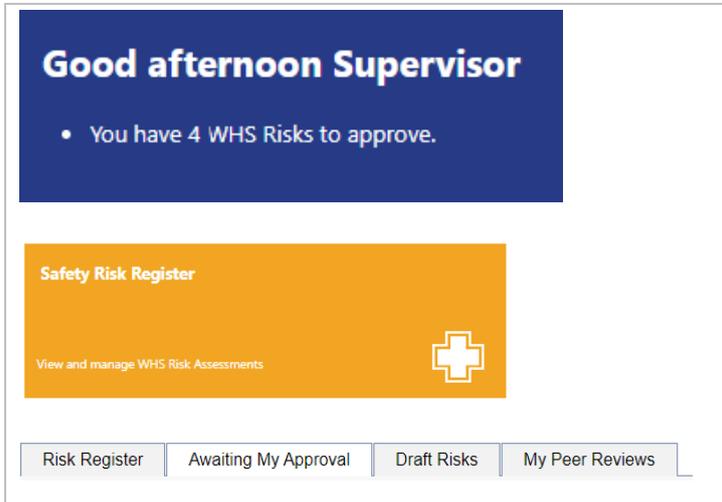
Click the Review Notes icon  and enter your peer review comments on the right-hand side of the page in the Review Notes section and click Post.

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 **Safety Risk Register**, clicking on the **My Draft Risks** tab and locating their 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.



Good afternoon Supervisor

- You have 4 WHS Risks to approve.

Safety Risk Register
View and manage WHS Risk Assessments

Risk Register | Awaiting My Approval | Draft Risks | My Peer Reviews

114 WHS Risk Management

Status: **NEW RISK AWAITING YOUR APPROVAL**

Date Identified: 27/08/2019

Type: WHS Risk Management

Risk Approver: Supervisor TEST

Risk Owner: Chloe Hessel

View Risk | Approve Risk | Reject Risk

Approve

Approve Risk Assessment
To approve this Risk, click the Approve button

* Enter the reason(s) for approving this Risk Assessment

Approve | Cancel

Reject

Reject Risk Assessment
To reject this Risk, click the Reject button

* Enter the reason(s) for rejecting this Risk Assessment

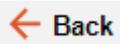
Reject | Cancel

Upon receipt of the Risk Approval 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 Register and then on the Awaiting my Approval tab.

Click **View Risk** to view the risk assessment awaiting approval.

Once on the risk assessment use to  button to navigate through the risk assessment to view. Once you have viewed the risk assessment click “back” Return to the “Awaiting my Approval” tab. 

Approve or Reject the risk and provide comments back to the **Risk Owner**.

Approve risk: The risk will appear on the Risk Register.

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.

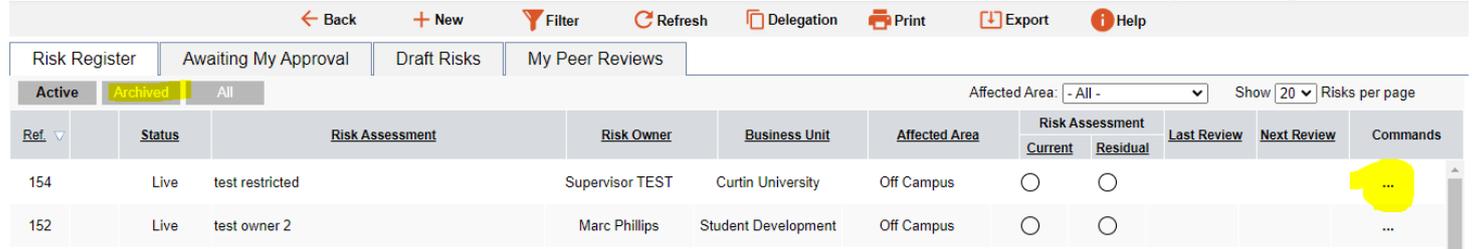
Note: If you are not the appropriate Supervisor to approve the risk assessment. Please reject the risk and inform the Risk Owner in the comments of the appropriate Risk Approver. The risk owner will need edit the risk to assign the new risk Owner and submit it for approval.

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 Safety Risk Register.

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

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

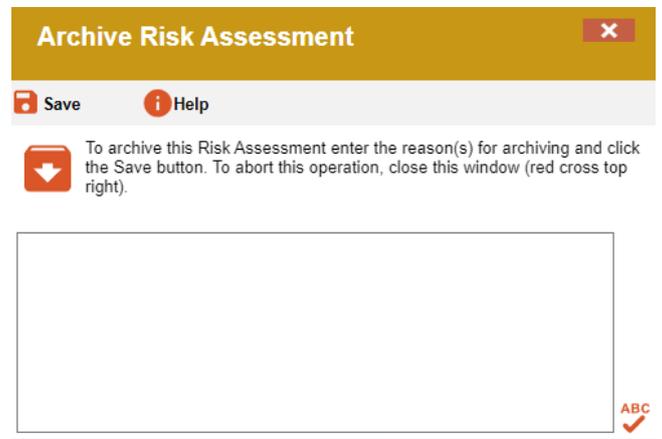


Ref.	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
						Current	Residual			
154	Live	test restricted	Supervisor TEST	Curtin University	Off Campus	<input type="radio"/>	<input type="radio"/>			...
152	Live	test owner 2	Marc Phillips	Student Development	Off Campus	<input type="radio"/>	<input type="radio"/>			...

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 Safety 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 Safety Risk Register.



Archive Risk Assessment ✕

Save i Help

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

ABC ✓

8. Formal Risk Assessment Review

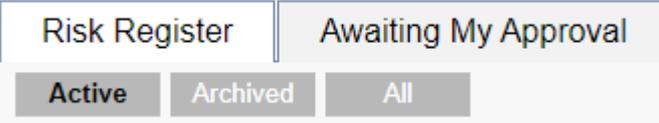
Active risk assessments located on the Safety Risk Register are required to be reviewed based on the residual risk rating as per the [Health and Safety Risk Matrix](#).

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

View	To review a risk assessment, locate your risk assessment from the Safety Risk Register and click on the ... Commands button and select Formal Review from the list. 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.
Edit Risk	
Print	
Formal Review	
Reviews	
Audit	Once a risk assessment has been reviewed and submitted, a notification will be sent to the Risk Approver to approve the risk assessment. Once approved, any additional controls that were listed in the review will be sent to the task owners to complete. The new risk review date will then be visible from the risk register. The review comments will appear in the Reviews section accessible on the ... Commands list.
Archive	
Clone	

9. Filtering and Generating Reports

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

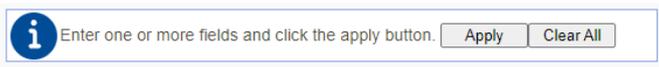


Risk Register **Awaiting My Approval**

Active Archived All

From the **Safety 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 



Enter one or more fields and click the apply 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.

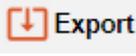
For example: If you wish to generate a report to see all risks in building 400, go to the Location section, search for Bentley Campus -> 400 Building-> click select and click the apply button to save the filter results.



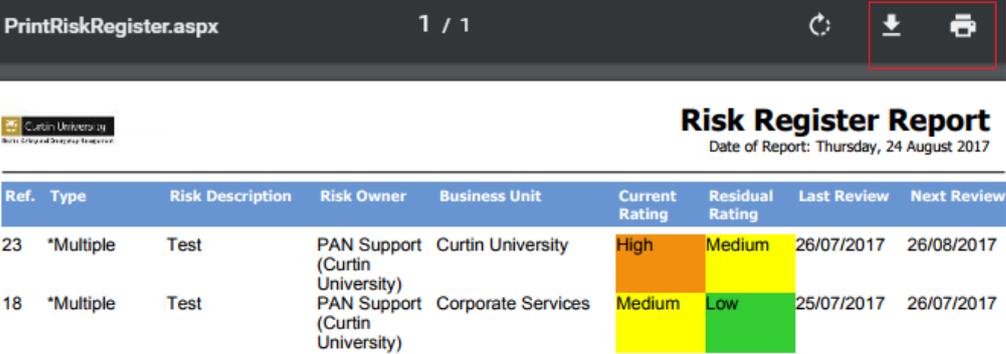
Location



When your results have been filtered, the screen will return to the Safety 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