

WHS Risk Assessment Tab - Step Guide

*The WHS Risk Assessment focuses on the physical nature and environment in which the program will take place.

*Conducting a WHS Risk Assessment, ensures measures are put in place that will reduce or remove physical/environmental hazards or dangers for all participants and personnel who are participating in the program.

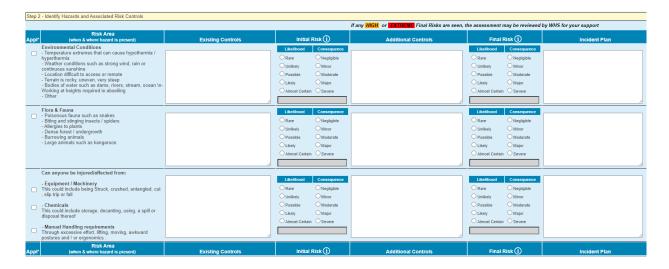
Note: No changes have been made to the WHS Risk Assessment tab. Click on the information icon for more information on **when** to conduct a WHS Risk Assessment.

Step 1: Enter information about the Activity/task, its location and details of persons completing the assessment.



This section includes a checkbox next to *swimming* or other *water-based* activity and when ticked will open a WHS Water Activity tab next to the WHS Risk Assessment tab. Work through the assessments in this tab.

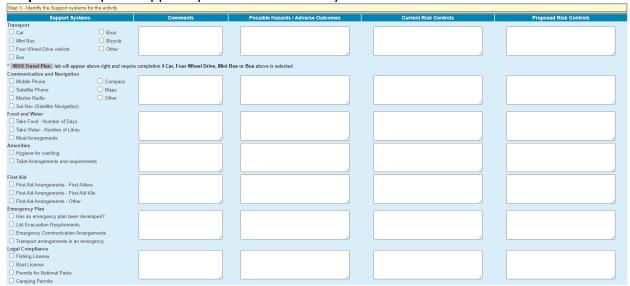
Step 2: Identify hazards and associated risk controls.



Assessing risk in the WHS Risk Assessment is the same as assessing risk in the Activity Risk Assessment. Controls that are implemented need to be specific and practical to effectively reduce or remove the risk identified.

Should an EXTREME rating be found in the Final Risks when the form is submitted, an email will be sent to the Approver for review as well as to WHS. They may then assist the Submitter to reduce the risk rating before the form is resubmitted for approval.

Step 3: Identify the support systems for the activity.



WHS - Travel Plan (conditional)



If any of the four vehicles are selected, a new tab for the mandatory Travel Plan will be visible for recording all trip, vehicle and driver details.

