

# 2018 RiskWare System Training

<b>About</b>	This course provides participants with the skills and knowledge required to use JCU's online Work Health and Safety Risk Management System, RiskWare.
<b>Audience</b>	All staff and students – required by all staff to complete within 3 months of commencement at JCU
<b>Duration</b>	2 hours face to face NO COST
<b>Links to other courses</b>	WHS Risk Management Fundamental Training – it is essential to complete this training before you learn how to enter a risk assessment into RiskWare System.
<b>Learning Objectives</b>	On completion of this course participants will be able to: <ul style="list-style-type: none"> <li>• Identify key features of RiskWare</li> <li>• Identify and report work place hazards using RiskWare</li> <li>• Understand and report work related incidents using RiskWare</li> <li>• Recognise risk and create risk assessment</li> <li>• If required to, manage the reported hazard or incident at JCU</li> </ul>
<b>Content</b>	<b>Session 1:</b> How to access and login to RiskWare <b>Session 2:</b> How to report an incident or hazard in RiskWare <b>Session 3:</b> How to create a risk assessment in RiskWare <b>Session 4:</b> How to manage a reported incident or hazard ( <b>Managers Only</b> )
<b>Facilitators</b>	HSE Training and Communication Advisor, <a href="mailto:hsetraining@jcu.edu.au">hsetraining@jcu.edu.au</a> 478 14429
<b>To Register</b>	Nominate Using My HR Online (Staff) or contact <a href="mailto:hsetraining@jcu.edu.au">hsetraining@jcu.edu.au</a> Course Code: SS000

Date	Time	Campus	Location
Thursday 19th April 2018	10:00 am – 12:00 pm	Townsville	142 – 020 Science Place
Monday 14th May 2018	10.30 am – 12:30 pm	Townsville	002-101
Thursday 14th June 2018	1:00 pm – 3:00 pm	Townsville	142-020 Science Place
Wednesday 25th July 2018	1:00 pm – 3:00 pm	Townsville	142-020 Science Place
Wednesday 22nd August 2018	9:30 am – 11:30 am	Townsville	142-020 Science Place
Tuesday 18th September 2018	9:30 am – 11:30 am	Townsville	142-020 Science Place

Wednesday 18th April 2018	9:00 am – 11:00 am	Cairns	B1-104
Monday 4th June 2018	9:00 am – 11:00 am	Cairns	B1 - 104
Tuesday 17th July 2018	10:30 am – 12:30 pm	Cairns	B1 -104
Monday 27th August 2018	10:30 am – 12:30 pm	Cairns	B1 - 104

Monday 23rd April 2018	2:00 pm – 3:30 pm	Online	Webinar
Thursday 24th May 2018	10:30 am – 12:00 pm	Online	Webinar
Wednesday 20th June 2018	1:00 pm – 2:30 PM	Online	Webinar
Tuesday 3rd July 2018	10:00 am – 11:30 am	Online	Webinar
Friday 31st August 2018	10:30 am – 12:00 pm	Online	Webinar