

2018 RiskWare System Training

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

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

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

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