

# RiskWare Quick Guide

## Report a Hazard Incident

WHS-GUI – 002b

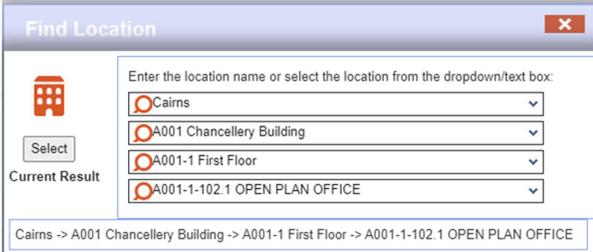
This guide is designed to assist staff and students to report a hazard using the RiskWare system.

On screen	Information to enter
<p><b>Quick Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Campus Indigenous Names</a></li> <li>• <a href="#">COGNOS</a></li> <li>• <a href="#">Concur - Travel Expense Management System</a></li> <li>• <a href="#">eAcademic</a></li> <li>• <a href="#">Employee Assistance Program (EAP)</a></li> <li>• <a href="#">Enterprise Agreement</a></li> <li>• <a href="#">My HR Online</a></li> <li>• <a href="#">Organisational Change</a></li> <li>• <a href="#">FinanceOne CiAnywhere</a></li> <li>• <a href="#">Policy Library</a></li> <li>• <a href="#">Professional Services Change (PSC)</a></li> <li>• <a href="#">Reporting a Cheating Service</a></li> <li>• <a href="#">Request Maintenance</a> (requires access to the JCU network)</li> <li>• <a href="#">Riskware</a></li> <li>• <a href="#">Service Now</a></li> <li>• <a href="#">Staff Email</a></li> <li>• <a href="#">Staff Learning Hub</a></li> <li>• <a href="#">Staff Online</a></li> <li>• <a href="#">Timetable and Room Booking</a></li> </ul>	<p>Open an Internet Explorer Browser to the JCU Homepage and click on 'Staff'. Select RiskWare under Quick Links.</p> <p>To access and use RiskWare, staff and students must first authenticate using their JC number and password.</p> <p>JCU Users will use their JCU log in details to access RiskWare.</p> <ul style="list-style-type: none"> <li>➤ First you will need to register for <a href="#">Multi-Factor Authentication (MFA)</a>.</li> <li>➤ Once you have registered for MFA, you can access RiskWare</li> <li>➤ Anyone who has a JC number can access RiskWare</li> </ul>
 <p>Incident/Hazard Reporting</p>	<p>Once you are logged into RiskWare, click the Incident/Hazard Reporting icon then Click on <b>Hazard</b>.</p>
<p>Who noticed this hazard?</p> <p> * <input checked="" type="radio"/> Me</p> <p><input type="radio"/> Another Person</p>	<p>If you are reporting on behalf of another person, please select "another person".</p>
<p>When was this hazard noticed?</p> <p> * Date: <input type="text" value="14/08/2023"/></p> <p>* Time: <input type="text" value="11"/> : <input type="text" value="03"/></p>	<p>Enter the date and time the hazard was first noticed.</p>

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<p><b>Hazard Details</b></p> <p> The Hazard is located:</p> <p><input checked="" type="radio"/> On Campus <input type="radio"/> Off Campus</p>	<p>Ensure you advise whether the hazard is located 'On Campus' or 'Off Campus'.</p> <p>'On Campus' is all buildings, roads, paths, sporting facilities, etc. within the campus.</p> <p>'Off Campus' is all other areas outside the campus grounds.</p> <p>You will need to complete each question within this section in as much detail as possible.</p>
 <p>The screenshot shows a 'Find Location' pop-up box with a search input field and a dropdown menu. The dropdown menu is open, showing a list of locations: Cairns, A001 Chancellery Building, A001-1 First Floor, and A001-1-102.1 OPEN PLAN OFFICE. A 'Select' button is visible. Below the dropdown, the 'Current Result' is displayed as 'Cairns -&gt; A001 Chancellery Building -&gt; A001-1 First Floor -&gt; A001-1-102.1 OPEN PLAN OFFICE'.</p>	<p>If 'on Campus' enter the specific location details of where the hazard is located.</p> <p>Click the  icon to perform a search of the relevant location. The <i>Find Location</i> pop up box will appear. Use the drop-down box to select a primary campus or location. E.g., <i>Cairns</i>. Use the second drop down box to select a secondary location. E.g., <i>Building A1</i>. Use the next section to select floor and then room number if known. Then click 'Select' to select the location and close the pop-up box.</p>
<p>* Location Category:</p> <p>-- Select Location Category --</p> <p>Location Details:</p> <p>Enter any further location details (if Maps Interface used, Map Location Address will be populated).</p> <p></p>	<p>Select a location category from the drop-down box and use the text box to enter specific location information</p>
<p> * Describe the hazard with as much detail as possible:</p> <p>Describe the circumstance that has the potential to cause harm, injury or damage. Enter details such as equipment, tasks, people involved, etc.</p> <p></p>	<p>Give a detailed description of the circumstance that has the potential to cause harm, injury or damage.</p> <p>Provide details about equipment, tasks and people involved, etc.</p>

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<p><b>Hazard Severity:</b></p> <p> <input type="checkbox"/> I believe this Hazard has the potential to cause death or serious injury</p> <p>I recommend that this Hazard be rectified within</p> <p>-- Select a Time Category --</p>	<p>If you believe the hazard is serious enough to potentially cause death or serious injury, you must tick this box.</p>
<p><b>Does the hazard have the potential to damage the environment?</b></p> <p> <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Identify the possible environmental impact of this hazard</p> <p>-- Select an environmental impact --</p>	<p>This field is automatically set at 'No'. If you answer 'Yes' to this question, you will need to identify the possible environmental impact.</p>
<p><b>Hazard Classification:</b></p> <p> * Select what could occur as a result of this Hazard:</p> <p>-- Select the most serious possible result --</p> <p>* What do you believe is the likely cause of this Hazard?</p> <p>-- Select the most likely cause --</p>	<p>Use the drop down options to classify the hazard as to what could have occurred and the likely cause of the hazard.</p> <p>First, you will need to select the most serious possible result that the hazard could cause; and</p> <p>Finally, you will need to select the most likely cause of this hazard. For this answer, if you feel multiple items apply to the cause of this hazard, please select the item you feel is the most severe.</p>
<p><b>Assign to:</b></p> <p> *Manager/Supervisor:</p> <p>Andrew Reddcliffe </p>	<p>Assign your Manager/Supervisor to manage the incident.</p> <p><b><i>If the person who appears here automatically is not your Manager/Supervisor, please select the correct person by clicking on the magnifying glass icon.</i></b></p>

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<p>Enter the details of any people to whom you have reported this hazard</p> <p> Staff:</p> <p><input type="text"/></p> <p>Date: <input type="text" value="14/08/2023"/> Time: <input type="text" value="11"/> : <input type="text" value="03"/></p> <p>Contractor/Visitor/Other:</p> <p><input type="text"/></p> <p>Date: <input type="text" value="14/08/2023"/> Time: <input type="text" value="11"/> : <input type="text" value="03"/></p>	<p>If you have notified another staff member of this hazard, click on the magnifying glass and search for their name. You can search by first name, surname, title or location. Enter the date and time you notified this person.</p> <p>If you have notified a Contractor, Visitor or someone else of this hazard, insert their first name and surname. Enter the date and time you notified this person.</p>
<p><b>Attachment</b></p> <p> <input type="button" value="Click to add an attachment"/></p>	<p>Use the attachment function to add images, documents or other media that may assist with the action plan for the hazard.</p> <p>All files have a size limit restriction of 4MB.</p>
<p>What have you done to remove the Hazard?</p> <p> Where possible you should reduce or eliminate the Hazard to minimise the risk to people. List the actions you have done to achieve this.</p> <p>Otherwise, leave blank.</p> <p></p>	<p>If you have already completed some actions to reduce or eliminate the hazard, please include full details of the actions here, otherwise leave blank.</p>
<p>What additional actions do you think are required to remove the Hazard?</p> <p> List any suggestions you may have for reducing or eliminating the Hazard e.g. re-design mechanical devices, procedures, training, maintenance work, documentation, etc.</p> <p></p>	<p>Please provide your suggestions for eliminating or reducing the hazard.</p>
<div style="text-align: right;"> <b>Draft</b></div> <ul style="list-style-type: none"> <li>• Click the draft icon to save your hazard as a draft.</li> <li>• You can access your draft by clicking on the Home button located on the top right hand side of the page. Then click on your draft hazard link located in the information panel located on the left hand side of the screen.</li> </ul> <div style="text-align: right;"> <b>Submit</b></div> <ul style="list-style-type: none"> <li>• Click the submit icon to submit the hazard.</li> <li>• You will be given a reference number, and an email will be sent to the Person Responsible</li> </ul> <p style="text-align: center;"><b>Further Information</b></p> <p>Work, Health and Safety Unit Phone - 07 478 14429 Email – <a href="mailto:safety@jcu.edu.au">safety@jcu.edu.au</a></p>	