

<https://www.griffith.edu.au/health-safety-wellbeing>

Scroll down and click 'Access GSafe+ desktop edition

2. Press the Filter button at the top of the page. Enter Risk Assessment number 10101 in the Risk Number box and press Apply.

3. The Risk Assessment will appear.

4. Clone RA 10101.

Click on the clone button.

A pop-up window will open asking for confirmation. Click

GSafe will then generate a copy of the risk assessment into "Draft Risks" with a new risk reference number.

5. Update the Risk Assessment with your trip details.

Click the View / Edit Risk button.

6. Update the first page details:

- Update the Risk Assessment Name and Describe task / use sections

6.