## **Risk Assessment Instructions**

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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.

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Risk Regis	ster A	waitig	Approval Dratt Risks	My Peer Reviews			l i i i i i i i i i i i i i i i i i i i						
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<u>Ref.</u> v		<u>Status</u>	Risk Assessment	<u>Risk Owner</u>	Busing the Unit	Affected Area	- F	Risk Assessm	ent s <mark>Mall</mark>		. <b>- 1</b> 008480000	0°0°0000	
			Approved Internation										
10101		Live	Official Griffith University	Matt Pappalardo	People Services and Safety	Off Campus	Not Rated	Medium	Medium	2 /04/202	1 29/04/2023		
			Business and/or Representation (Template)	25 B 5 2 2 2 2 2 2								No. Concerns No.	

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.