

## **RISK ASSESSMENT**

Prior to commencing tasks within the Histology Facility, the University of Queensland requires all persons to acknowledge and record that they have read and understood the risks associated with works to be carried out within the Histology Facility.

### **HOW TO ACCESS RISK ASSESSMENTS**

Please follow these steps to complete this procedure:

- Access the UQ OH&S site at <http://www.uq.edu.au/ohs/> and click on the 'Risk Management' tab (blue, under 'Databases' at bottom of page)
- Click on the '**LAUNCH the UQ Risk Management Database**' link
- Log in on the 'Sign In' page, using your UQ username and password, and register as a user by filling in the online registration form or 'User Profile' (you may need to log back in after completing the form)
- Select the 'Search' tab
- Deselect your own name by clicking on 'Clear All Search Criteria' along the bottom left of the page
- Select '**Author**' from the same menu on the left
- Type the name '**Whitehead**' into the Author text box and select the name Whitehead, Darryl (\*SBMSHistologyFacility) from the drop down list and click of the grey Search Button
- *If you are having problems at this stage try clicking on the button 'Clear All Search Criteria' and re-commence your search*
- This should identify 20+ Risk Assessments
- Then click on the '**Risk Assessment Console**' blue tab on the bar at the top left
- Double-click on the Risk Assessment Task of interest
- Expand and read each section of the Risk Assessments, then click the '**Read**' button on the bottom task bar and fully read the Risk Assessment
- Click '**Yes**' when prompted and save
- Repeat the final three steps for all Risk Assessments of interest to your work within the Histology Facility

Once this procedure has been completed, your name will be recorded online as having read and understood the Risk Assessment.

**If you are having problems** with access to the UQ Risk Management database from your home computer or whilst travelling, it may help if you connect via **VPN** (Virtual Private Network). The VPN information webpage is at:

<http://uqconnect.net/vpn>

Download the 'VPN Client' at:

<http://uqconnect.net/helpdesk/vpn/>

Select the relevant download and install this into your computer.