



D A M S T R A

Risk Assessment:
Overview

Safety



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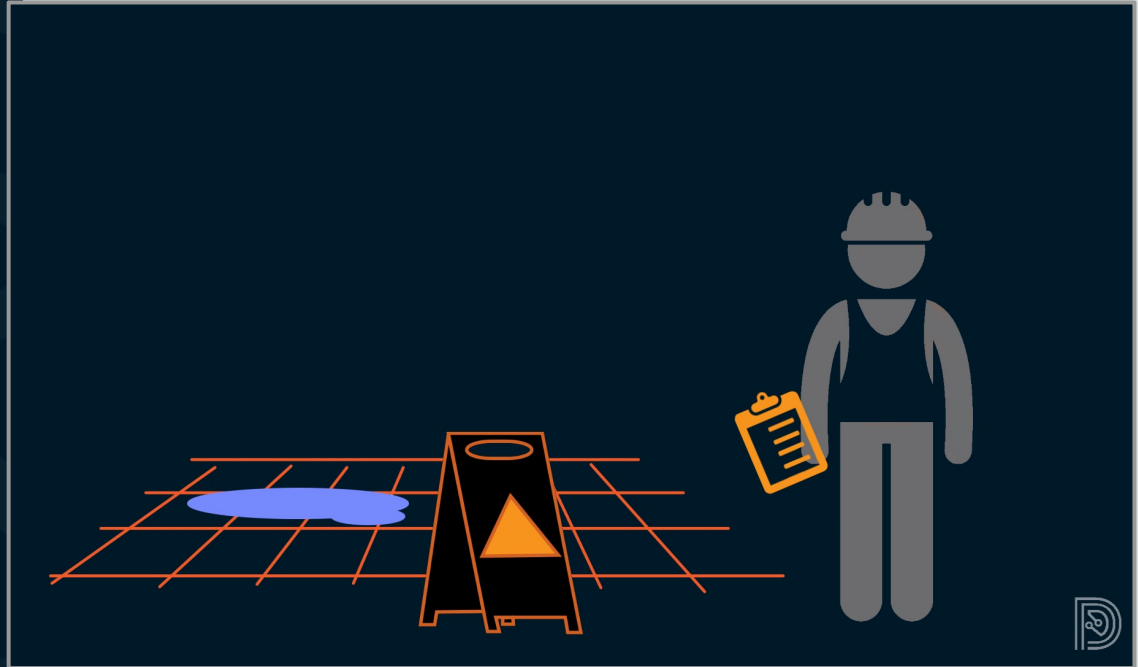
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Risk Assessment: Overview

Introduction

Hazards and their associated risks are recorded in your Damstra Safety system in-line with best-practise steps for assessing the risks to health and safety in your work environment. The key steps are:

- **Identify the hazard** - that is, the situation or thing that has the potential to cause harm
- **Analyse and evaluate** the risks posed by the hazard - what could happen, how likely is it to occur and what would the consequence be?
- **Add controls** to eliminate or reduce the risk
- **Review** the effectiveness of those controls on an ongoing basis



Risk Assessment: Overview

Overview

With this approach in mind, in this guide we'll give an overview of how a typical workplace hazard is managed in Damstra Safety.

Note that the Risk Assessments module is highly customisable, so some elements shown here may be labelled differently or may not be visible in your system at all, depending on chosen Settings. Impacting settings can be found at:

- *Settings > General > Options and Preferences*
- *Settings > Risk*

Identify Hazard

Analyse and Evaluate Risks

Add Controls

Review

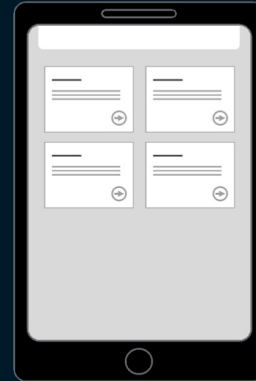
Risk Assessment: Overview

Hazard Identification

When a hazard is identified, it is added as a new item to the *Risk Assessments Register*.

This can be done from either:

- The *Notify* app
- A *Web Portal*
- Or via Damstra Safety itself, adding it directly into the Risk Assessment Register, which is found within the *Risk* section.



Risk Assessment: Overview

Hazard Fundamentals

At this initial phase, the fundamentals of the hazard itself are recorded, including:

- a description of the hazard
- its location
- who reported it
- ...and when.

Description	Risk Analysis	Control Measures	Impacts	Reviews	Files	Audit Log
- Situation						
Common						✖
Risk ID						2548
Subject						Slippery floor tiles
Alert No.						
Site						Christchurch IT
Department						
Significant Risks						✖
Business Impact						✖
Category						
Asbestos						✖
Description						What happened: Floor tiles in foyer become very slippery when wet Who else involved: Nobody else Initially what actions taken: None
Assumptions						
Reported By						Employee
Name						Farley, Michael
Date Reported						29/06/2018
GPS Location						None
+ Management						

Risk Assessment: Overview

Reviewing the Hazard

Once the new hazard is entered, it is reviewed by a Health & Safety representative to ensure that the entry contains everything needed in order to begin a risk assessment. This may mean elaborating on or adjusting the information received.

The details of who will be involved in compiling the risk assessment, along with who is accountable for the implementation of the controls associated with the hazard, is also added.


ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status	Actions	
2548			Slippery floor tiles	Christchurch IT		No				Pending	Not Started	Actions
2543		Site	Boxes stacked in Archive	Sydney Warehouse		No	High 20	Low 4	22/11/2018	Completed	View Edit	
2541		Site	Very loud machinery in p...	Christchurch Warehou...		No	High 20	Low 1	20/10/2018	Completed	Delete Archive Copy Print	
2520		Activity/Task	Lifting heavy boxes	New Forest	Finance	Yes	High 22	Moderate -12	10/08/2018	Completed		
2519	1	Plant	Uneven flooring to loadi...	New Forest	GO Unit 1	No	Significant 17	0 - Eliminated		Underway	Actions	
2518	AE247	Plant	Unloading Curtain Sided ...	Batlarat	Warehousing	No	Significant 15	Low -5	28/11/2017	Completed	Actions	
2517	AE 567	Substance	Asbestos in wall linings	Batlarat	Maintenance / Farm Equi...	No	High 22	Low -2	17/01/2019	Completed	Actions	
2516	A123	Activity/Task	Unloading Curtain-sider tr...	Melbourne	Logistics	No	High 21	Low -5	06/11/2017	Completed	Actions	
1452	123	Activity/Task	Fork Lifts - Loading and U...	Geeelong		Yes	High 21	0 - Eliminated	28/05/2014	Not started	Actions	
1450	BM445	Activity/Task	Unloading curtain sider	New Forest		No	Moderate 9	0 - Eliminated	28/03/2015	Not Started	Actions	
118	AE334	Plant	Tractor power Take-off En...	Batlarat	Maintenance / Farm Equi...	Yes	High 22	Moderate -11	25/07/2019	Completed	Actions	

Showing 1 to 11 of 11 entries

Risk Assessment: Overview

Next Step

Now that the hazard has been defined, the next step is to analyse and evaluate the associated risks to health and safety.

Identify Hazard 

Analyse and Evaluate Risks

Add Controls

Review

Risk Assessment: Overview

Risk Analysis Tab

This is recorded in the *Risk Analysis* tab.

The details of what could happen (and how) are added to the *Analysis* section, while an evaluation of how likely to occur and how severe the consequences of those events might be are added to the *Evaluation* section.

The screenshot displays the DAMSTRA Risk Assessment interface for 'Edit Risk - 2548'. The interface is divided into several sections:

- Header:** 'DAMSTRA' logo and navigation icons.
- Navigation:** 'Risk Assessment / Edit Risk - 2548' and tabs for 'Description', 'Risk Analysis' (active), 'Control Measures', 'Impacts', 'Reverts', 'Files', and 'Audit Log'.
- Analysis Section:**
 - Instructions: 'To copy a hazard to another site, select the "Copy Hazard" button then change the site name in the "Situation box". The Hazard has now been copied to the selected site. Amend the hazard location, hazard owner etc. as appropriate for the new site. Clicking Modify will send an email or SMS to persons assigned in the Notifications, Escalations area.' (Action: Actions)
 - Form: 'Select all the Risk Analysis items to identify risks associated with this hazard. Note: Administrators can edit the Risk Analysis grids if additional fields are required. 1. Add all the risks you have identified that relate to this hazard.'
 - Table 1: Risk Analysis items.

Class	Hazard Task	Risk How can it happen	Risk What can happen
Physical	Housekeeping	Spills on surface	Slip/Trip/Fall

(Action: Actions)
 - Footer: 'Show 10 entries | Showing 1 to 1 of 1 entries' (Action: 1)
- Evaluation Section:**
 - Instructions: 'Risks are evaluated and given a subjective score from your predefined Risk Matrix based on the likelihood and consequence of any event. 2. Do an Assessment of the Risk Rating using the Risk Matrix. The highest score will automatically default as your inherent Risk Rating.'
 - Table 2: Risk Evaluation.

Risk Type	Probability	Consequence	Risk Rating
Property Damage - Comp...	Possible	Minor	Moderate - 9
Personal Injury - Injuries...	Likely	Moderate	Significant - 15

(Action: Actions)
 - Footer: 'Show 10 entries | Showing 1 to 2 of 2 entries' (Action: 1)
- Footer:** 'Save to Risk Assessment' (orange button), 'Cancel' (grey button), and 'Help' (blue button).

Risk Assessment: Overview

Raw Risk Score

From this, Damstra Safety calculates a *Raw Risk Score* for each evaluated risk, the highest of which becomes the overall Raw Risk Score.

This indicates how much of a risk to health and safety the hazard poses, relative to your Organisation's Risk Score Matrix, should it continue to exist without controls in place.

◇ Consequence ◇	◇ Risk Rating ◇	
Minor	Moderate - 9	Actions ▾
Moderate	Significant - 15	Actions ▾

« 1 »

Cancel

Help

Risk Assessment: Overview

Next Step

With the risks analysed and evaluated, it's time to consider the effectiveness of any controls we already have in place and any additional controls we could introduce to reduce or, ideally, eliminate the risk.

Identify Hazard



Analyse and Evaluate Risks



Add Controls

Review



Risk Assessment: Overview

Control Measures Tab

This is recorded in the *Control Measures* tab of the risk item, where we're first reminded of the Raw Risk Score that came out of the evaluation.

If any controls are already in place for this hazard, these are added into the *Existing Controls* section.

Note that this section may be disabled in your system via *Settings > General > Options and Preferences > Hazard Controls*

The screenshot shows the 'Control Measures' tab of a risk assessment tool. The interface includes a navigation bar with tabs for 'Description', 'Risk Analysis', 'Control Measures' (selected), 'Impacts', 'Reviews', 'Files', and 'Audit Log'. Below the navigation bar, there is a section titled 'Existing Controls (What controls are in place for any)' with a minus sign icon. A blue informational box states: 'The highest score from the Risk Analysis tab automatically populates the Raw Risk Score. Existing Controls suitable for this hazard can be assigned using the Add Control button in this area.' Below this, the 'Raw Risk' is displayed as 'Significant 15' in an orange box. A text block explains: 'This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk. Senior Management must be consulted at this level.' There is a search input field with a magnifying glass icon. Below the search field, there are columns for 'Hazard ID' and 'Control Type'. A table below shows 'Showing 0 to 0 of 0 entries' and 'Showing 0 to 0 of 0 entries'. At the bottom, there is a section titled 'Existing Risk Rating' with a minus sign icon. A blue informational box states: '2. Do an Assessment of the Risk Rating using the Risk Matrix. The highest score will automatically default as your Inherent Risk Rating.'

Risk Assessment: Overview

Inherent Risk Score

With all existing controls entered, we next re-evaluate the identified risks, taking into account the existing controls, in the *Existing Risk Rating* section.

This will calculate the *Inherent Risk Score* - that is, the risk posed, relative to your Organisation's Risk Score Matrix, considering the existing controls in place.

If the controls are effective, this should be lower than the Raw Risk Score.

This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk. Senior Management must maintain close daily attention to these risks and ensure remedial action is performed to schedule. Immediate Higher level notification and sign-off is mandatory for risks at this level.

Q:

Hazard ID: 4757 Control Type: Administrative Controls Control Name: Slippery Floor Sign

Show: 10 entries | Showing 1 to 1 of 1 entries

Existing Risk Rating

Impact * Existing Controls

Description

Probability * Possible

Consequence * Moderate

Risk Rating Moderate - 12

Risk Description: Requires management attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority. Only a company manager or their approved delegate can accept risk at this level.

Probability Notes

Consequence Notes

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate-8	Significant-14	High-20	High-22	High-25
Likely	Moderate-7	Moderate-10	Significant-15	High-21	High-24
Possible	Low-3	Moderate-9	Moderate-12	Significant-17	High-23
Utility	Low-2	Low-5	Moderate-11	Significant-16	Significant-19
Rare	Low-1	Low-4	Low-6	Moderate-13	Significant-18

Save Existing Risk Assessment

Help

Risk Assessment: Overview

Adding New Controls

Next, it's time to consider what additional controls we could implement to further reduce or eliminate the risk posed by the hazard.

The new controls are added in the *Risk Control Plan* section, again identifying the risk the control will address, along with who will be responsible for implementing it.

Ensure that at least one control exists for every risk identified during analysis and evaluation.

Requires Management attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority. Only a company manager or their approved delegate can accept risk at this level.

Existing Risk Assessment

Risk Control Plan (Includes existing and proposed controls)

Type: Add One Off Control

Impact Addressed: Personal Injury - (injuries sustained from slipst...)

Control Type: Elimination

Control Name: Resurface floor tiles

Date Assigned: 02/07/2018

Status: Not Started as at 02/07/2018

Date For Completion: 22/08/2018

Responsible Type: Worker Steve Lawrence

Description: Organise re-surfacing of floor tiles with non-slip coating

Files:

Title
No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Log

Created by
Notified by
Last Modified by
Modified by

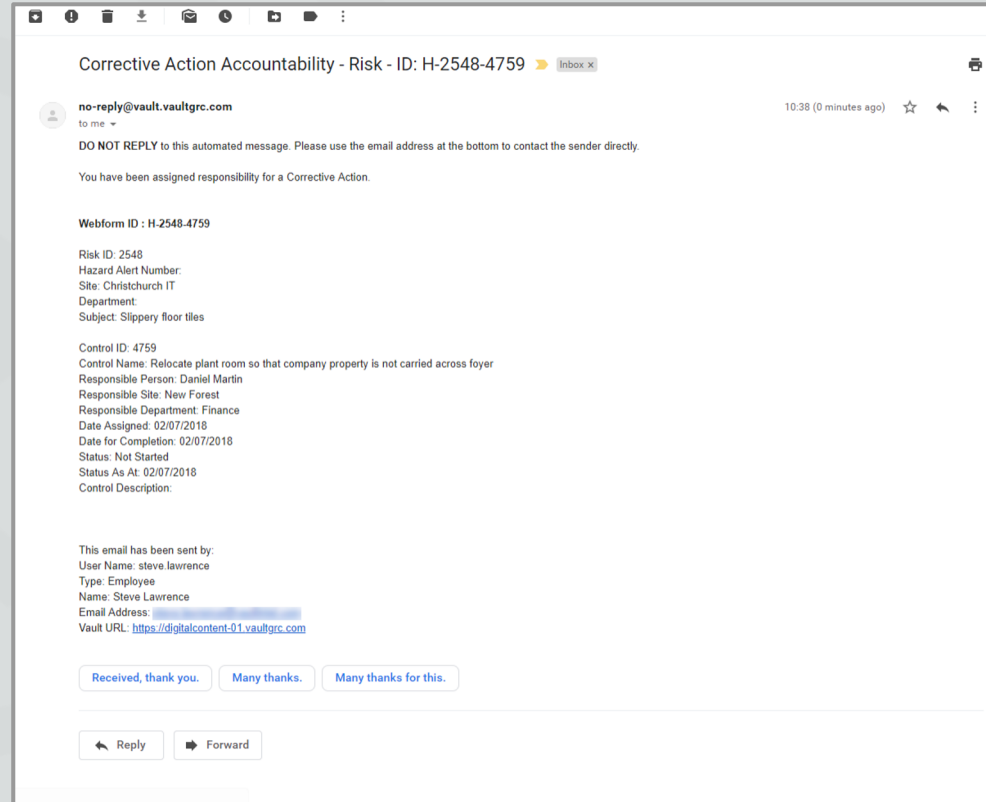
Save Risk Control Plan Notify Cancel

Save to Risk Assessment Cancel Help

Risk Assessment: Overview

Corrective Actions

For each entered control, Damstra Safety generates a *Corrective Action* which the responsible Person will need to keep up-to-date as the control is implemented.



Corrective Action Accountability - Risk - ID: H-2548-4759 Inbox x

no-reply@vault.vaultgrc.com
to me

10:38 (0 minutes ago) ☆ ↶ ⋮

DO NOT REPLY to this automated message. Please use the email address at the bottom to contact the sender directly.

You have been assigned responsibility for a Corrective Action.

Webform ID : H-2548-4759

Risk ID: 2548
Hazard Alert Number:
Site: Christchurch IT
Department:
Subject: Slippery floor tiles

Control ID: 4759
Control Name: Relocate plant room so that company property is not carried across foyer
Responsible Person: Daniel Martin
Responsible Site: New Forest
Responsible Department: Finance
Date Assigned: 02/07/2018
Date for Completion: 02/07/2018
Status: Not Started
Status As At: 02/07/2018
Control Description:

This email has been sent by:
User Name: steve.lawrence
Type: Employee
Name: Steve Lawrence
Email Address: steve.lawrence@vaultgrc.com
Vault URL: <https://digitalcontent-01.vaultgrc.com>

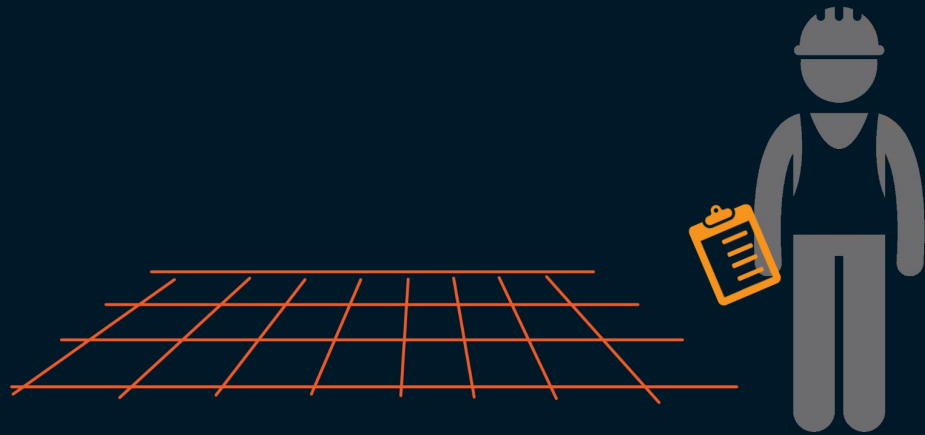
Received, thank you. Many thanks. Many thanks for this.

Reply Forward

Risk Assessment: Overview

Residual Risk Score

Now that the controls have been implemented, the risks are re-evaluated, with the effectiveness of the new controls taken into consideration, to arrive at a *Residual Risk Score* - that is: the risk posed by the hazard, relative to your Organisation's Risk Score Matrix, now that all planned control measures have been implemented



Risk Assessment: Overview

Evaluation Against Individual Controls

Depending on the way your system is configured, this is managed in one of two ways. Either:

Each identified risk is evaluated against the individual control implemented to minimise it, resulting in a Residual Risk Score for each one, the highest of which then becomes the overall Residual Risk Score...

The screenshot displays the DAMSTRA Risk Assessment interface. At the top, there is a success message: "Success Record saved successfully!". Below this, a navigation bar shows "Risk Assessment / Edit Risk - 2548". A tooltip provides instructions on how to copy a hazard to another site. The main content area features a table with the following data:

Hazard ID	Risk Type	Probability	Consequence	Risk Rating	Actions
12451	Property Damage - Comp...	Rare	Insignificant	Low-1	Edit
12450	Personal Injury - injured ...	Rare	Insignificant	Low-1	Edit

Below the table, there is a section for "Corrective Risk Rating" with a question: "4. Do another Assessment taking into consideration how your controls have reduced the overall Risk". The "Residual Risk Rating" is displayed as "Low-1". At the bottom, there are buttons for "Save to Risk Assessment" and "Cancel", along with a "Help" button in the footer.

Risk Assessment: Overview

Residual Risk Score

...or, the overall risk is considered against all controls, resulting in one overall Residual Risk Score.

4757 Administrative Controls Slippy Floor Sign Success Record saved successfully

Show 10 entries | Showing 1 to 1 of 1 entries

Existing Risk Rating

2. Do an Assessment of the Risk Rating using the Risk Matrix. The highest score will automatically default as your Inherent Risk Rating.

Inherent Risk Rating Moderate 12

Requires Management attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority. Only a company manager or their approved delegate can accept risk at this level.

[Existing Risk Assessment](#)

Risk Control Plan (includes existing and proposed controls)

1. Add new control measures for this hazard using the Add Control button.
2. Once all controls are identified you will do another assessment (below) to score the risk with controls in place. This Corrective Risk Rating should be lower than the Raw Risk Rating
3. Add control measures that will help to reduce the Inherent Risk Rating

Q: Add

Control ID	Type	Control Name	Responsible Person	Status	Actions
4759	Elimination	Relocate plant room so that company property is not carried across foyer	Daniel Martin	Not Started	Actions
4758	Elimination	Resurface floor tiles	Steve Lawrence	Not Started	Actions

Show 10 entries | Showing 1 to 2 of 2 entries

Corrective Risk Rating

4. Do another Assessment taking into consideration how your controls have reduced the overall Risk

Residual Risk Rating Low - 1

This level of risk is STILL considered unacceptable in certain circumstances. Management attention is required to determine if remedial action/treatment is required and can be cost effectively put in place. Permanent acceptance of risk at this level requires Management approval.

[Corrective Risk Assessment](#)

[Save to Risk Assessment](#) Cancel Help

Risk Assessment: Overview

Risk Assessment Completion

With the controls in place and the Residual Risk Score calculated, the Risk Assessment item may now be signed-off (completed).

The screenshot displays a web interface for managing a risk assessment. It includes the following sections:

- Reported By:** Worker (dropdown), Name: Farley, Michael, Date Reported: 29/06/2018, GPS Location: None.
- Management:** A blue bar with the text "This is the person accountable for the implementation of all corrective controls associated with the hazard". Below it, the Accountable person is Gary Thompson, with a "Notify" button. The Current Status is "Underway" (dropdown menu open showing "Not Started", "Underway", and "Completed" options) as at 02/07/2018. The Date For Completion is also 02/07/2018.
- Photos:** A section for uploading photos, currently showing one photo.
- Completed By:** A section titled "Detail all personnel involved in compiling the assessment." with a search bar and a list of personnel: Gary Thompson (Employee), Steve Lawrence (Employee), and Daniel Martin (Employee). Each name has a "Delete" button next to it.

A blue "Help" button is visible in the bottom right corner of the interface.

Risk Assessment: Overview

Next Step

Whatever the score, Risks should be periodically reviewed to ensure that the implemented controls remain effective and fit for purpose over time.

Identify Hazard



Analyse and Evaluate Risks



Add Controls



Review



Risk Assessment: Overview

Reviews Tab

Reviews can be recorded and scheduled in the *Reviews* tab of the risk item.

Key details about the review, such as the date it took place and any findings or action points are captured and added to a register.

The screenshot displays the 'Edit Risk - 2548' interface in the DAMSTRA system. The 'Reviews' tab is active, showing a form for recording a review. The form includes the following fields:

- Review Date:** 21/08/2018
- Reviewed By:** Gary Thompson
- Status:** Completed
- Findings:** Controls are working, zero incidents reported since implementation
- Actions:** None

Buttons for 'Save Review', 'Save to Risk Assessment', and 'Cancel' are visible. A 'Help' button is located in the bottom right corner.

Risk Assessment: Overview

Next Review Date

Adding a date for the next review will alert the person accountable for the risk item nearer the time, if alerts and escalations are switched on.

The screenshot displays the DAMSTRA Risk Assessment interface for editing risk item 2548. The interface includes a navigation menu on the left, a main content area with tabs for Description, Risk Analysis, Control Measures, Reviews, Files, and Audit Log, and a right-hand sidebar with an Actions menu. A calendar pop-up is open, showing the month of December 2018. The current date, 21/08/2018, is listed in the main table. The table has columns for Date, Person, Actions, and Status. The Status for the current entry is 'Completed'. A 'Next Review' field is visible at the bottom of the main content area, with a 'Save to Risk Assessment' button below it. A 'Help' button is located in the bottom right corner of the interface.

Date	Person	Actions	Status
21/08/2018	Gary Thompson	None	Completed

Risk Assessment: Overview

Files Tab

Any files relating to the review or any aspect of the risk item can be added to the *Files* tab.

The screenshot shows the DAMSTRA web application interface for editing a risk assessment. At the top, the breadcrumb is 'Risk Assessment / Edit Risk - 2548'. A green success message in the top right corner states 'Success: New file has been successfully added.' Below this is a grey informational box with instructions on how to copy a hazard to another site. The main content area has a navigation bar with tabs for 'Description', 'Risk Analysis', 'Control Measures', 'Reviews', 'Files' (which is active), and 'Audit Log'. To the right of the tabs are buttons for 'Add File', 'Add URL', and 'View Original Pending Risk'. Below the navigation bar is a table with columns for 'Title' and 'Filename'. One entry is visible: 'Review July 2018' with the filename 'Risk Assessment Review.pdf'. Below the table is a 'Show | 5 entries | Showing 1 of 1 entries' indicator. At the bottom of the main content area is an orange 'Save to Risk Assessment' button and a 'Cancel' button. A blue 'Help' button is located in the bottom right corner of the application window.

Risk Assessment: Overview

Audits Tab

And finally, an audit log of changes-made is available on the *Audit Log* tab.

The screenshot shows the DAMSTRA Risk Assessment interface. At the top, the breadcrumb is "Risk Assessment / Edit Risk - 2548". Below this is a notification bar with an "Actions" button. A navigation menu includes "Description", "Risk Analysis", "Control Measures", "Reviews", "Files", and "Audit Log" (which is selected). The main content is a table with columns for Date, Type, Type ID, and Username. The table lists 18 audit entries. At the bottom, there are "Save to Risk Assessment" and "Cancel" buttons, and a "Help" button in the bottom right corner.

Date	Type	Type ID	Username
2018-06-29 12:24:52.857	Hazard Fields		steve.laurence
2018-07-02 07:14:47.237	Controls	4757	steve.laurence
2018-07-02 07:16:43.387	Evaluation	12448	steve.laurence
2018-07-02 07:16:43.400	Hazard Fields		steve.laurence
2018-07-02 07:16:43.437	Hazard Fields		steve.laurence
2018-07-02 08:24:58.413	Controls	4758	steve.laurence
2018-07-02 08:26:25.533	Controls	4759	steve.laurence
2018-07-02 08:26:32.217	Hazard Fields		steve.laurence
2018-07-02 09:39:05.577	Hazard Fields		steve.laurence
2018-07-02 10:19:39.697	Evaluation	12447	steve.laurence
2018-07-02 10:19:39.710	Hazard Fields		steve.laurence
2018-07-02 10:19:39.753	Hazard Fields		steve.laurence
2018-07-02 10:28:51.756	Reviews	2129	steve.laurence
2018-07-02 10:28:59.587	Hazard Fields		steve.laurence
2018-07-02 10:29:02.927	Hazard Fields		steve.laurence

