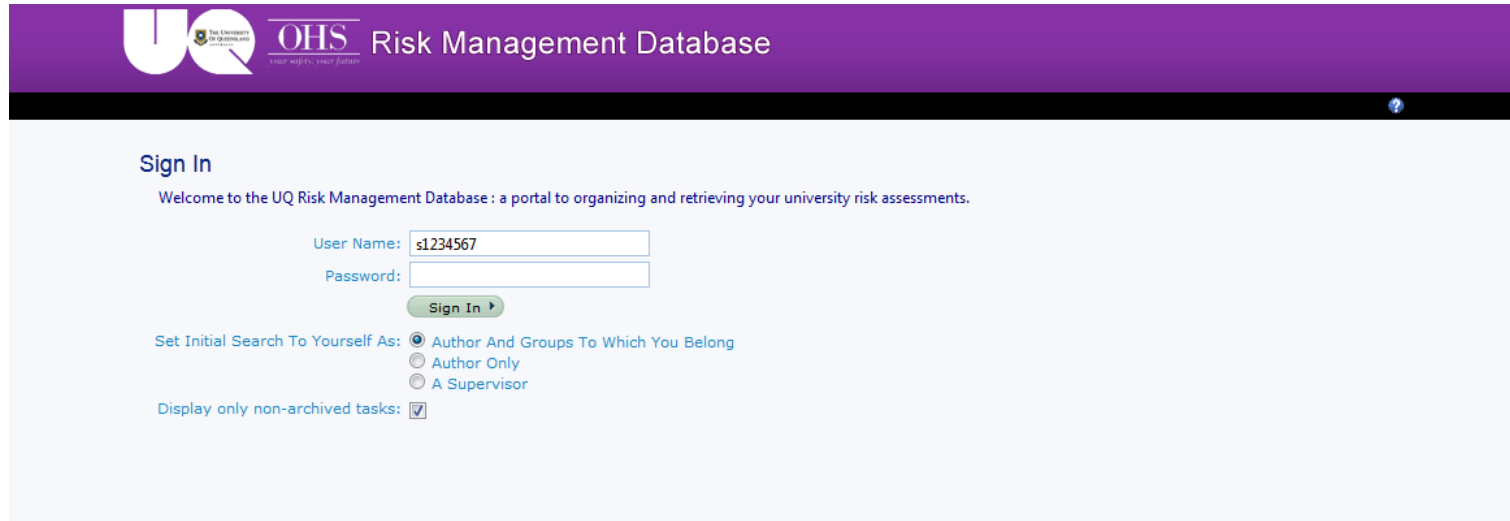


UQ OHS Risk Management Database: <https://www.risk.admin.uq.edu.au/Signin.aspx>

**How to complete risk assessment, Task ID 32841: Postgraduate Coursework placements 2015**

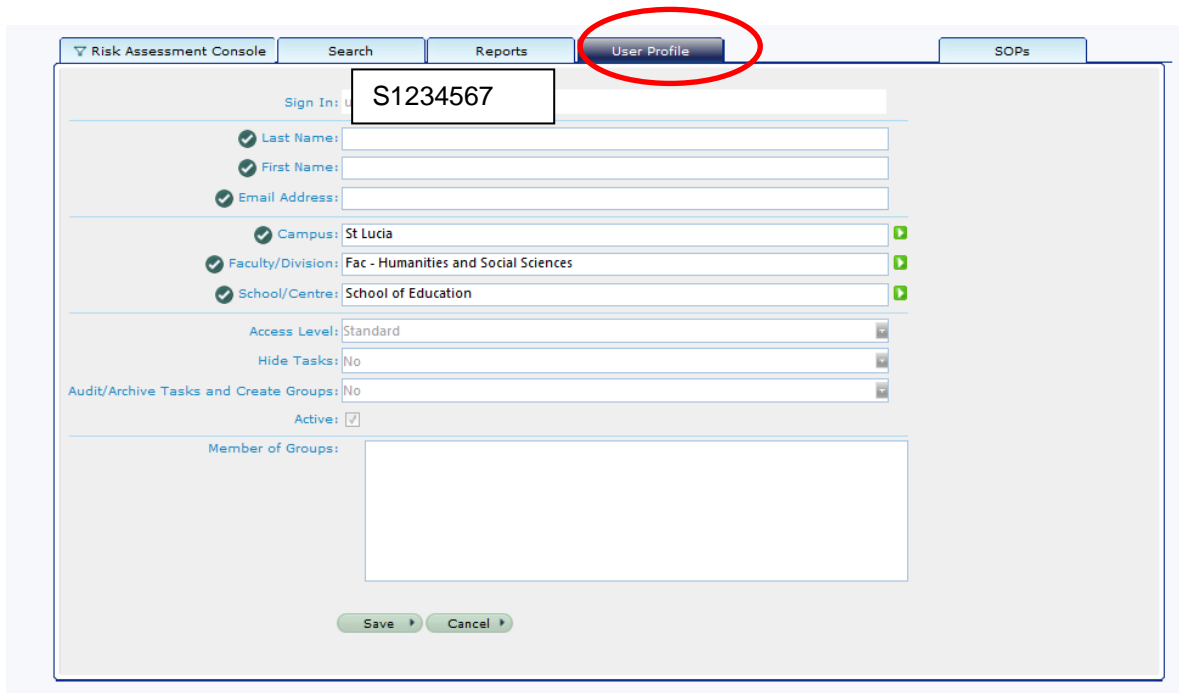
Sign in using your student login (eg s1234567) and password



The screenshot shows the 'Sign In' page of the UQ OHS Risk Management Database. The page has a purple header with the UQ logo and the text 'OHS Risk Management Database'. Below the header, the 'Sign In' section includes a welcome message: 'Welcome to the UQ Risk Management Database: a portal to organizing and retrieving your university risk assessments.' There are two input fields: 'User Name:' with the value 's1234567' and 'Password:'. A 'Sign In' button is located below these fields. Underneath, there are radio buttons for 'Set Initial Search To Yourself As:' with options 'Author And Groups To Which You Belong' (selected), 'Author Only', and 'A Supervisor'. A checkbox for 'Display only non-archived tasks:' is checked.

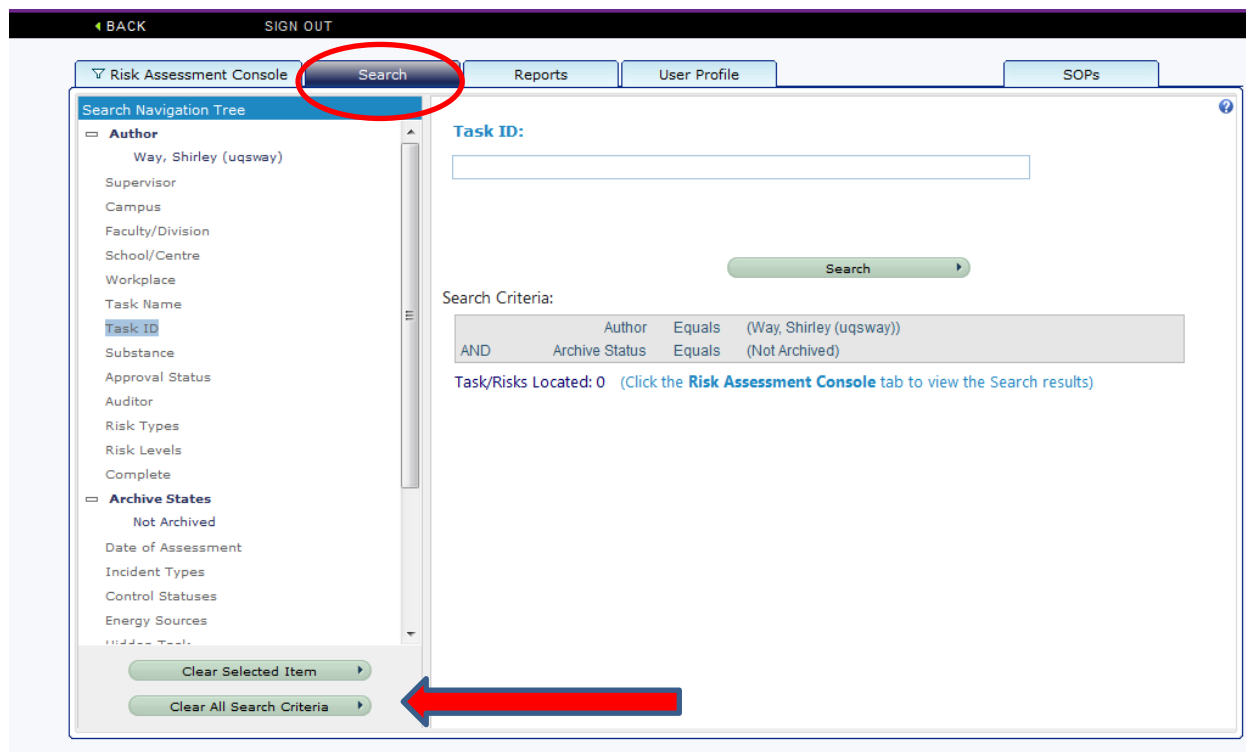
The system opens to the tab, Risk Assessment Console.

Please go to the **USER PROFILE TAB** to set up your personal details.

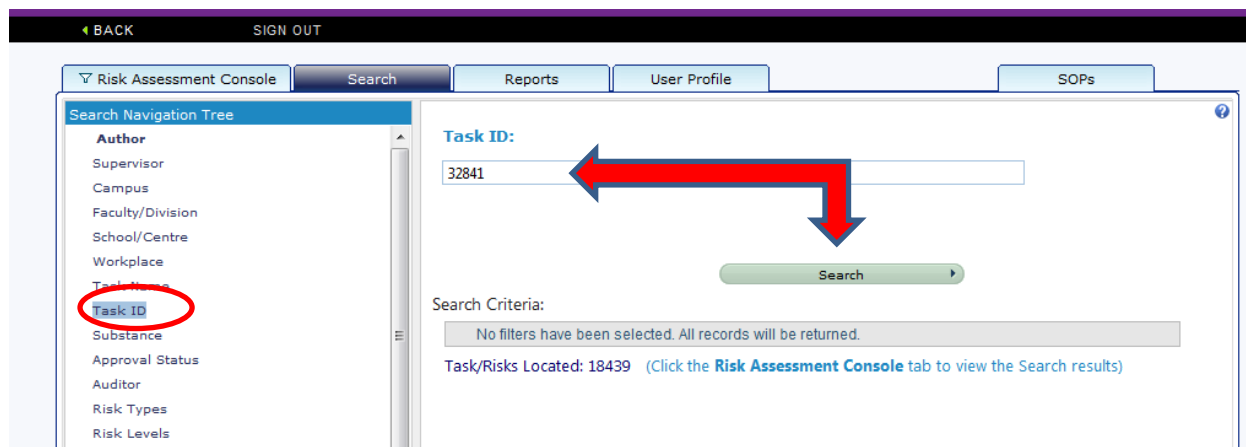


The screenshot shows the 'User Profile' tab in the 'Risk Assessment Console'. The 'User Profile' tab is highlighted with a red circle. The page contains several form fields for user details: 'Sign In:' with the value 'S1234567', 'Last Name:', 'First Name:', and 'Email Address:' (all with checkmarks). Below these are 'Campus:' (St Lucia), 'Faculty/Division:' (Fac - Humanities and Social Sciences), and 'School/Centre:' (School of Education), each with a checkmark and a dropdown arrow. There are also fields for 'Access Level:' (Standard), 'Hide Tasks:' (No), and 'Audit/Archive Tasks and Create Groups:' (No), each with a dropdown arrow. An 'Active:' checkbox is checked. At the bottom, there is a 'Member of Groups:' field and 'Save' and 'Cancel' buttons.

On the **Search** tab, click on green button: **“Clear All Search Criteria”**



After the purple message, **“Filtering results, please wait”**, choose **Task ID**. Enter **32841** in dialogue box, and **‘search’**.

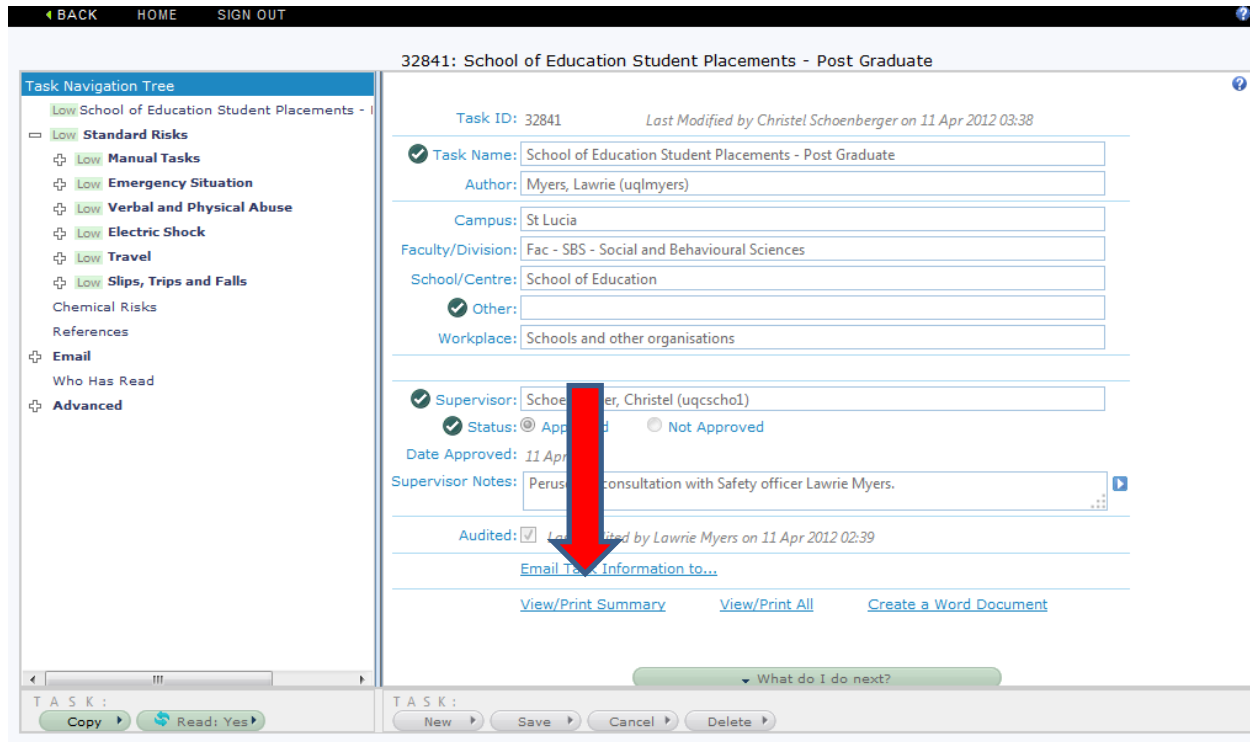


After the purple message, **“Filtering results, please wait”**, the Task ID box will be blank.

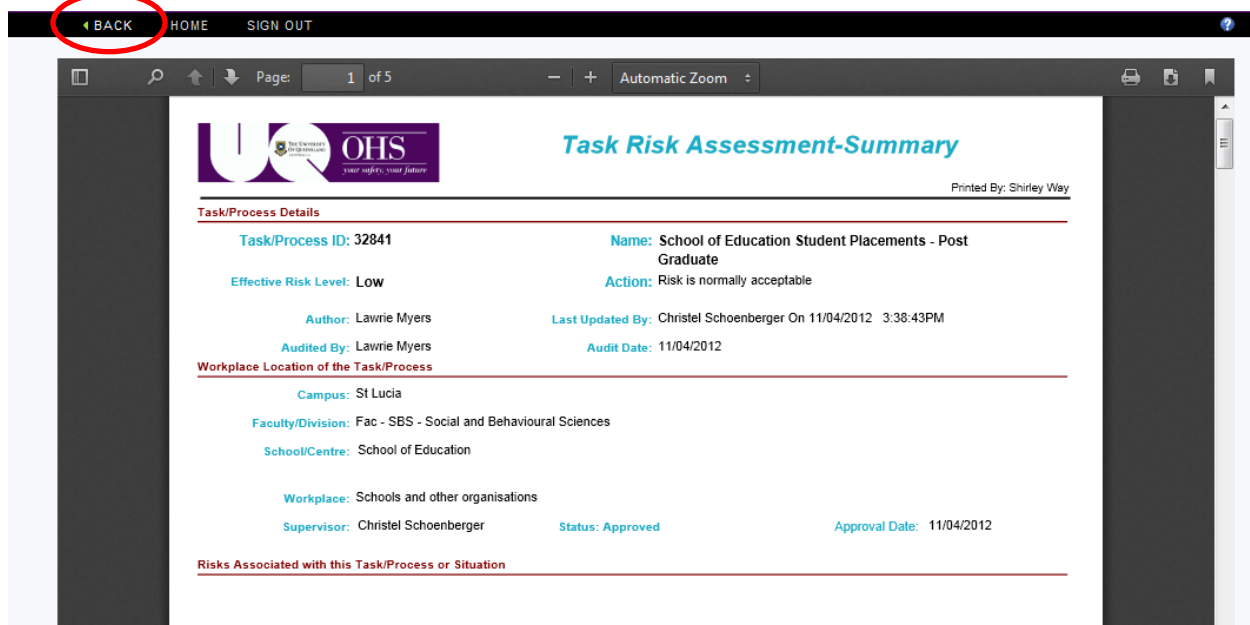
Go to the tab, **Risk Assessment Console**, double-click on **TASK ID 32841** or **School of Education Student Placement – Post Graduate**



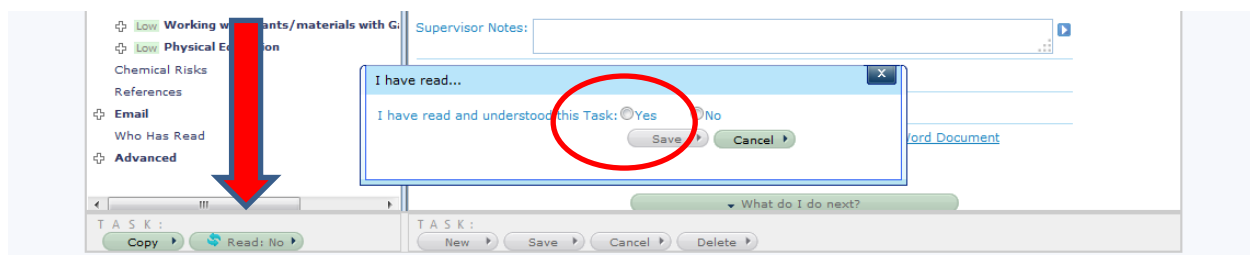
Choose **“View/Print Summary”** to generate a pdf copy to read.



After you have read the pdf, click on **‘back’** (black menu bar).



Choose the **‘read’** button at the bottom of the screen, and answer **‘yes’** and **‘save’**.



Click on + Email | Who has read to see that your name appears.

32841: School of Education Student Placements - Post Graduate

Task Navigation Tree

- Low School of Education Student Placements - i
- Low Standard Risks
  - Low Manual Tasks
  - Low Emergency Situation
  - Low Verbal and Physical Abuse
  - Low Electric Shock
  - Low Travel
  - Low Slips, Trips and Falls
- Chemical Risks
- References
- Email
- Who Has Read
- Advanced

Information

The following users have indicated that they have read and understood this Task:

Name	Date Read
Houlahan, Gayle	1/04/2013
Khoshmashrab, Roya	4/04/2013
Hart, Matthew	10/04/2013
Griggs, Tracey	17/04/2013
Fitzpatrick, Kathleen	21/07/2013
Walsh, Maxine	2/08/2013
Modrak, Coraya	3/08/2013
Norton, Janita	9/08/2013
Conroy, Michala	15/08/2013
Way, Shirley	16/08/2013

TASK: Copy Read: Yes

WHO HAS READ: New Save Cancel Delete