

HAZARD RISK ASSESSMENT IN FIGTREE



Australian
National
University



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Aims of this guidance material

This guidance material should be reviewed by ALL WHS personnel who carry out Hazard Risk Assessments in Figtree and other staff who have been nominated/appointed by their School or Service Division Directors.

This material aligns with methodology that the University adopts as per [WHSMS Handbook Chapter 3.1 Hazard Management](#)

Before you proceed you must have completed the ANU WHS Risk Management Training ([Pulse](#))



Scenario

The scenario we are about to present will be the preparation of risk assessments for a small task that is to be carried out.

The task is to introduce two chemicals to be mixed together in a beaker.
Both chemicals are flammable and toxic.



Figtree Home Page

1. Modules drop down

2. Task Assessment

The screenshot shows the Figtree Home Page. The 'Modules' dropdown menu is open, listing various modules. The 'Task Assessment' module is highlighted. The main content area displays a table of Hazard Risk Assessments (HRA) with columns for HRA hazard type, HRA hazard sub type, Inherent likelihood, Inherent consequence, Score, Outcome, and Controls. The table shows two entries for 'Chemical' hazards during storage. The bottom of the screen shows a search bar and a list of assessments, including 'Assessment 9AR0000011'.



Note: Very few fields allow free text. Always use drop down selections, calendars and search functions, otherwise text will be rejected by Figtree.



Add New Task Assessment Organisation

https://i1.uat.figtreesystems.com.au/dds410606_test/FigWeb.jsp

Workshop request... WHS MS Handbook Email sign in ACT Health Corona Home affairs corona COVID-19 - ACT ANU Zoom Login COVID-19 Map - Jo...

Home Modules Dashboards Favourites System Switch

Search

Organisation Key number

Type Name of the task

Task description Date developed from

Date developed to Person responsible/reviewer

Commencement date from Commencement date to

Developed by

Search Recent Reset Add

	Key Number	Organisation	Type	Task description	Developed	Review due	Reviewed	Commencement	Developed by
Q	9AR0000014	Australian Nati...	HRA (Hazard Risk Assess...	Using Welders, Hand Power tools, An...	15/09/2021	15/09/2022			Sheren Al-Obaid
Q	9AR0000013	Australian Nati...	HRA (Hazard Risk Assess...	Testing upload of RA to Figtree	08/09/2021	20/09/2024			Amelia Davey
Q	9AR0000012	Australian Nati...	HRA (Hazard Risk Assess...	testtesttest	03/09/2021				Gerard Patron
Q	9AR0000011	Australian Nati...	HRA (Hazard Risk Assess...	Chemical waste disposal at RSC - TES...	03/09/2021	21/09/2023			Torsten Schwid
Q	9AR0000010	Australian Nati...	HRA (Hazard Risk Assess...	testtesttest	03/09/2021	02/09/2024			Gerard Patron

If you leave "Organisation" blank and hit "search" you will see all ANU HRAs you have access to.



Add New Task Assessment Organisation

The screenshot displays the Figtree Web application interface. The main form is titled 'Add New Task Assessment Organisation'. It includes the following fields and sections:

- Organisation Type:** A dropdown menu.
- Shortcut:** A text input field.
- Date developed from:** A date input field.
- Commencement date from:** A date input field.
- Levels:** A list of six levels (Level 1 to Level 6) with corresponding input fields.
- Hide Terminated:** A checkbox that is checked, with a dashed arrow pointing to it from the explanatory text below.
- Buttons:** 'OK', 'Reset', and 'Cancel' buttons at the bottom of the form.
- Table:** A table on the right side of the form with columns for 'Commencement', 'Developed by', and 'Person responsible'. It contains two rows of data.

Table Data:

Commencement	Developed by	Person responsible
Ulrike Anja Cassand...	Jonathan Churchill	Print Assessment
Sindhura Nyayapathi	Robert Brookfield	Print Assessment

To select a specific work area location tick the “Hide Terminated” box first to eliminate unnecessary locations.



Add New Task Assessment Organisation

Figtree Web

Home Modules Dashboards Favourites

Search

Organisation

Type

Shortcut:

Date developed from

Commencement date

Key Number

Level 1: Australian National University

Level 2: **Colleges**

Level 3: Australian National University

Level 4: Academic Portfolio

Level 5: ANU Advancement

Level 6: ANU Advancement

Hide

Key number

Task description

Person responsible/reviewer

Developed by

Commencement Developed by Person responsible

Ulrike Anja Cassand... Jonathan Churchill [Print Assessment](#)

Sindhura Nyayapathi Robert Brookfield [Print Assessment](#)

Page 1 of 1

Page size: 20

Displaying records 1 - 2

Incident Search Assessment Search

ANU will be only selection at Level 1.

Level 2 selection from drop down list. Commonly COLLEGES is selected.



Add New Task Assessment Organisation

Figtree Web

Home Modules Dashboards Favourites

System Switch Client

Search

Organisation

Type

Shortcut:

Date developed from

Level 1: Australian National University

Level 2: Colleges

Commencement date from

Level 3:

Level 4: College of Asia & the Pacific

Level 5: College of Arts and Social Sciences

Level 6: College of Health & Medicine

College of Business & Economics

College of Engineering & Computer Sciences General

ANU College of Law

College of Science

National Centre for Indigenous Studies

Key number

Task description

Person responsible/reviewer

Developed by

Add

Commencement

Developed by

Person responsible

Ulrike Anja Cassand... Jonathan Churchill [Print Assessment](#)

Sindhura Nyayapathi Robert Brookfield [Print Assessment](#)

Page 1 of 1

Page size: 20

Displaying records 1 - 2

Incident Search Assessment Search

Level 3 selection from drop down list depends on level 2 selection. Level 3 you select your college or other general location



Add New Task Assessment

https://i1.uat.figtreesystems.com.au/dds410606_test/FigWeb.jsp

Workshop request... WHS MS Handbook Email sign in ACT Health Corona Home affairs corona COVID-19 - ACT ANU Zoom Login COVID-19 Map - Jo...

Home Modules Dashboards Favourites System Switch

Search

Organisation Key number

Type Name of the task

Task description Date developed from

Date developed to Person responsible/reviewer

Commencement date from Commencement date to

Developed by

Search Recent Reset Add

	Key Number	Organisation	Type	Task description	Developed	Review due	Reviewed	Commencement	Developed by
Q	9AR0000014	Australian Nati...	HRA (Hazard Risk Assess...	Using Welders, Hand Power tools, An...	15/09/2021	15/09/2022			Sheren Al-Obaideh
Q	9AR0000013	Australian Nati...	HRA (Hazard Risk Assess...	Testing upload of RA to Figtree	08/09/2021	20/09/2024			Amelia Davey
Q	9AR0000012	Australian Nati...	HRA (Hazard Risk Assess...	testtesttest	03/09/2021				Gerard Patron
Q	9AR0000011	Australian Nati...	HRA (Hazard Risk Assess...	Chemical waste disposal at RSC - TES...	03/09/2021	21/09/2021			Torsten Schwid
Q	9AR0000010	Australian Nati...	HRA (Hazard Risk Assess...	testtesttest	03/09/2021	02/09/2021			Gerard Patron

Click "Add" to start generating a new RA

Add

Developed by



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment)

Sub type

Developed by Torsten Schwich

Person Deanne Drummond

Sub type

Person responsible/reviewer

Physical

Biological

Click "Subtype" to select from drop down box



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment) Sub type

Developed by Torsten Schwich Person responsible/reviewer Deanne Drummond

Name of the task

Version 01

Task description

Location

Risk assessment team Select

Type of assessment Who are affected by assessment

Persons consulted Select

Legislation WHS Act 2011 (Cth) WHS Regulations 2011 (Cth) Select

Save Cancel

Click "Name of Task to give this Risk Assessment a logical name"

In this example we will use Chemical Experiment 123



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment) Sub type

Developed by Torsten Schwich Person responsible/reviewer Deanne Drummond

Name of the task

Version 01

Task description

Location

Risk assessment team Select

Type of assessment Who are affected by assessment

Persons consulted Select

Legislation WHS Act 2011 (Cth) WHS Regulations 2011 (Cth) Select

Save Cancel

Click into Task Description box and describe the task to be carried out. Provide as much detail as possible



In this example, the experiment is to find a compound that will not ignite between 10°C and 1,000°C and will remain cool at those temperatures.

This task is to mix Chemical X with Chemical B while increasing the temperature by 1°C per minute up to 400°C.

An autoclave will be used for temperature control.



Add New Task Assessment

The screenshot shows the 'Add New Task Assessment' form in the Figtree system. The form is titled 'New' and has a 'Details' tab selected. The form fields are as follows:

- Date developed: 21/09/2021
- Organisation: [Empty field]
- Type: HRA (Hazard Risk Assessment)
- Sub type: [Empty field]
- Developed by: Torsten Schwich
- Person responsible/reviewer: Deanne Drummond
- Name of the task: [Empty field]
- Version: 01
- Task description: [Empty text area]
- Location: [Empty field] (An arrow points to this field with the text: Click "Location" and specify exact location of task)
- Risk assessment team: [Empty field] with a 'Select' button
- Type of assessment: [Empty field] with a red exclamation mark icon
- Who are affected by assessment: [Empty field]
- Persons consulted: [Empty field] with a red exclamation mark icon and a 'Select' button
- Legislation: WHS Act 2011 (Cth) WHS Regulations 2011 (Cth) with a red exclamation mark icon and a 'Select' button

At the bottom right of the form are 'Save' and 'Cancel' buttons.

In this example we will use Building 123, Room 11c, Lab D5



Add New Task Assessment

The screenshot shows a web application interface for adding a new task assessment. The form is titled 'New' and has a 'Details' tab selected. The form fields are as follows:

- Date developed: 21/09/2021
- Organisation: [Empty field]
- Type: HRA (Hazard Risk Assessment)
- Sub type: [Empty field]
- Developed by: Torsten Schwich
- Person responsible/reviewer: Deanne Drummond
- Name of the task: [Empty field]
- Version: 01
- Task description: Click "Select" and choose team members
- Location: [Empty field]
- Risk assessment team: [Empty field] **Select**
- Type of assessment: [Empty field]
- Who are affected by assessment: [Empty field]
- Persons consulted: [Empty field] **Select**
- Legislation: WHS Act 2011 (Cth) WHS Regulations 2011 (Cth)

At the bottom right, there are 'Save' and 'Cancel' buttons.

In this example we will Select you and 1 other



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment) Sub type

Developed by Torsten Schwich Person responsible/reviewer Deanne Drummond

Name of the task

Version 01

Task description

Location

Risk assessment team

Type of assessment

Persons consulted

Legislation WHS Act 2011 (Cth) WHS Regulations 2011 (Cth)

Click "Type of Assessment and select either Dynamic or Static risk Assessment"

Save Cancel

Dynamic (short term and <6 months or 1 off) Static (long term and > 6 months)



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment) Sub type

Developed by Torsten Schwich Person responsible/reviewer Deanne Drummond

Name of the task

Version 01

Task description

Click "Who are Affected by Assessment" to select a group, a single person or an area

Location

Risk assessment team Select

Type of assessment Who are affected by assessment

Persons consulted Select

Legislation WHS Act 2011 (Cth) WHS Regulations 2011 (Cth) Select

Save Cancel

Area = may be a work area or building

Group may be an office or class

Single person is 1 person



Add New Task Assessment

Home Modules Dashboards Favourites System Switch C

New

Details

Date developed 21/09/2021

Organisation

Type HRA (Hazard Risk Assessment) Sub type

Developed by Torsten Schwich Person responsible/reviewer Deanne Drummond

Name of the task

Version 01

Task description

Location

Risk assessment team Select

Type of assessment Who are affected by assessment

Persons consulted Select

Legislation WHS Act 2011 (Cth) WHS Regulations 2011 (Cth) Select

Save Cancel

Click "Person Consulted" to select stakeholders involved in gathering information

Consulted person are those interviewed to gather information about a task.



Add New Task Assessment

The screenshot shows a web form titled "Add New Task Assessment". The form includes several input fields and checkboxes. A red dashed arrow points from the text "Click 'Legislation' to select legislation referring to this task" to the "Legislation" dropdown menu. The "Legislation" field currently displays "WHS Act 2011 (Cth) WHS Regulations 2011 (Cth)".

Type of assessment: Static (long term and > 6 months)

Who are affected by assessment:

Persons consulted:

Legislation: WHS Act 2011 (Cth) WHS Regulations 2011 (Cth)

Plant/equipment:

Permits

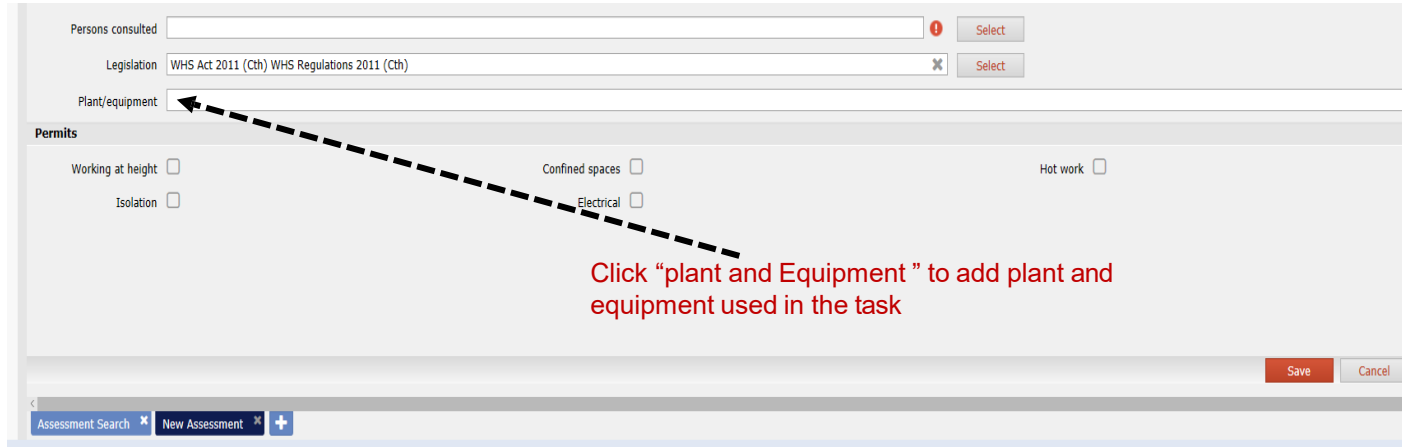
Working at height ☐ Confined spaces ☐ Hot work ☐

Isolation ☐ Electrical ☐

Legislation, codes of practice etc.



Add New Task Assessment



The screenshot shows a web form titled "Add New Task Assessment". At the top, there are three input fields: "Persons consulted", "Legislation" (pre-filled with "WHS Act 2011 (Cth) WHS Regulations 2011 (Cth)"), and "Plant/equipment". Each field has a "Select" button to its right. Below these fields is a section titled "Permits" containing several checkboxes: "Working at height", "Isolation", "Confined spaces", "Electrical", and "Hot work". A dashed black arrow points from the "Plant/equipment" field down to the "Electrical" checkbox. Below the arrow, red text reads: "Click 'plant and Equipment' to add plant and equipment used in the task". At the bottom right of the form are "Save" and "Cancel" buttons. At the bottom of the page, there is a navigation bar with "Assessment Search", "New Assessment", and a plus icon.

Plant and equipment will have their own risk assessments. This task may create hazards not assessed in those assessments.



Add New Task Assessment

Persons consulted ⓘ Select

Legislation ✕ Select

Plant/equipment

Permits

Working at height ☐ Confined spaces ☐ Hot work ☐

Isolation ☐ Electrical ☐

Click "Permits" to add special permits required for this task

Save Cancel

Assessment Search New Assessment +

Plant and equipment will have their own risk assessments. This task may create hazards not assessed in those assessments.



Add New Task Assessment

Persons consulted ⓘ Select

Legislation ✕ Select

Plant/equipment

Permits

Working at height ☐ Confined spaces ☐ Hot work ☐

Isolation ☐ Electrical ☐

Click "SAVE" to save this Risk Assessment

Save Cancel

Assessment Search ✕ New Assessment ✕ +

Plant and equipment will have their own risk assessments. This task may create hazards not assessed in those assessments.

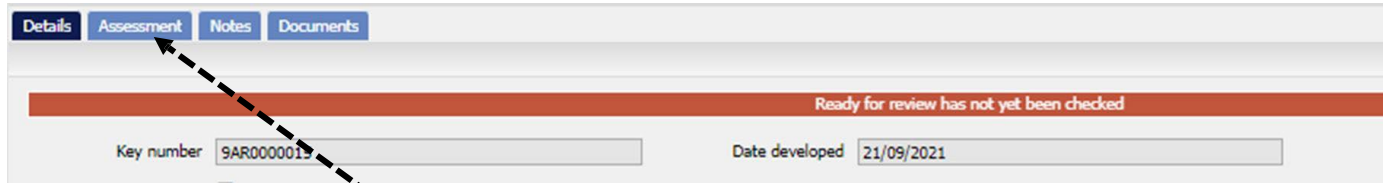


You have now completed the details of the task.

The next section will explain how to complete the assessment.



Completing Task Assessment



The screenshot displays the 'Assessment' tab in the Figtree Hazard Risk Assessment interface. At the top, there are four tabs: 'Details', 'Assessment', 'Notes', and 'Documents'. Below the tabs, a red status bar indicates 'Ready for review has not yet been checked'. Underneath the status bar, there are two input fields: 'Key number' with the value '9AR0000019' and 'Date developed' with the value '21/09/2021'. A dashed black arrow points from the 'Assessment' tab to the red status bar.

Ready for Review will be displayed ---- click on Assessment tab to open assessment page



Completing Task Assessment

Details Assessment Notes Documents

Hazards

Hazard Description	HRA hazard type	HRA hazard sub type	Risks
--------------------	-----------------	---------------------	-------

New Hazard

Page size: 20

Click on "New Hazard" to open first hazard assessment page



Completing Task Assessment

View Hazard

HRA hazard type: Chemical

HRA hazard sub type: Asphyxiate gas (e.g. CO2 including dry ice, liquid N2)

Hazard description: Chemical - Asphyxiate gas (e.g. CO2 including dry ice, liquid N2),
Can cause oxygen levels to be driven below 19.5%> Extreme caution when used indoors
Dust and cartridge filters unsuitable – Extreme cold burns can result from contact . Odourless, colourless.

Update

Click on “UPDATE ” to open a new assessment page



Completing Task Assessment

Return to Assessment page

Hazards					
	Hazard Description	HRA hazard type	HRA hazard sub type	Risks	
 	Chemical - Asphyxiate gas (e.g. CO2 including dry ice, liquid N2). TEST ADDITION TO AD...	Chemical	Asphyxiate gas (e.g. CO2 includin...	0	New Risk

Click on “New Risk ” next to hazard you are assessing to open a new assessment page



Completing Task Assessment Risk matrix

New Risk

Risk type: [Risk definitions](#)

Risk Assessment

Inherent likelihood: Inherent consequence:

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible			X		
Unlikely					
Rare					

1. Click on "Risk Type" drop down and select Safety/Health

Save **Cancel**

Use only Safety /Health as that is our focus



Completing Task Assessment Risk Matrix

Likelihood Table

Ranking	Description	Probability or frequency of event happening
Almost certain	The hazard is expected to lead to an event in most circumstances at the University	A daily to monthly occurrence
Likely	The hazard could lead to an event in most circumstances at the University	Between monthly to yearly occurrence
Possible	The hazard has led to an event at some time at the University	Occurs once between 1 to 5 years
Unlikely	The hazard could lead to an event at some time	Occurs once between 5 to 20 years
Rare	The hazard may lead to an event in exceptional circumstances	Occurs once between 20+ years



Completing Task Assessment Risk Matrix

Consequences Table

Ranking	Injury, Illness or Disease	Plant, Equipment and materials	Environment
Catastrophic	Fatality / fatalities or permanent disability. Permanently unable to work	Destroyed or cannot be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate
Major	Requiring extensive medical treatment such as hospitalisation as in patient and possibly a Notifiable Incident LTI >1 week	Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days	Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate
Moderate	Minor medical treatment injury, such as treated by a health professional, hospital outpatient, no potential to be a Notifiable Incident LTI < 1 week and can return to normal duties	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact does not need intervention
Minor	Injury needing significant first aid treatment and can return to work within shift	Equipment able to be reset or gotten back into operation by the operator	Minor contained contamination ceasing when the short event is over, can remediate (e.g. spill kit)
Insignificant	Report only, no injury OR minor first aid (e.g. band aid); short-term discomfort	Report only, no damage	Report only, no contamination



Completing Task Assessment Risk Matrix

New Risk

Risk type: [Risk definitions](#)

Risk Assessment

Inherent likelihood: Inherent consequence:

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible			X		
Unlikely					
Rare					

2. Click on "Matrix" to select likelihood and consequence

3. Click SAVE

Selecting the position on the matrix automatically populates the two fields above



Completing Task Assessment Risk Control

Risk Assessments								
	Risk description	Inherent likelihood	Inherent consequence	Score	Outcome	Controls		Curr
 	Chemical - Asphyxiate gas (e.g. CO2 includi...	Possible	Moderate	9	High	0	New Control	Pos

1. Click on “New Control” to select control page

Navigate back to Controls TAB.

Selecting New Control can be performed more than once if multiple controls are required.



Completing Task Assessment Risk Control

Hierarchy of Control

<u>Level</u>	<u>Examples</u>	<u>Effectiveness</u>
<u>Elimination</u>	• Remove the hazards completely • Cease the activity • Dispose of unwanted hazardous chemicals or plant etc	Most Effective 
<u>Substitution</u>	• Use less hazardous chemicals • Use safer plant equipment • Use handset instead of telephone • Move smaller weight loads instead of large weight	
<u>Isolation</u>	• Physical separation from the hazard by distance or complete shielding • Install guard rails around edges and holes to floors • Move workers to a new room away from hazardous noise	
<u>Engineering Control</u>	• Use ventilation system • Use fume cupboard when working with hazardous chemicals • Install guarding around rotating and crushing parts • Use trolley or hoist to lift heavy loads • Use duress alarm system while doing home interview or offsite field work	
<u>Administrative Control</u>	• Use Safe Work Procedures [See section 3.1.3.1] or instructions • Induction and WHS information • Training [See Handbook Chapter 3.2] • Contingency Planning and Testing [See section 3.1.3.2] • Permit to Work system [See section 3.1.3.3] • Signage	
<u>Personal Protective Equipment (PPE)</u>	• Lab coat • Safety glasses/face shield • Gloves/cryogenic gloves • Respirators/Masks • Personal hearing protectors	
		Least Effective



Completing Task Assessment Risk Control

New Control

Hierarchy: Isolation

Control description: Fill ~~pressurised dewater~~ at decanting station outdoors (loading dock)

Are actions required: No

2. Click on "Hierarchy " drop down box to select from hierarchy of controls

Save Cancel

Selecting Hierarchy as per Hierarchy of Controls



Completing Task Assessment Risk Control

New Control

Hierarchy: Isolation

Control description: Fill ~~pressurised dewar~~ at decanting station outdoors (loading dock)

Are actions required: No

3. Describe your control in detail.
NOTE: Ensure that your new control does not create new hazards

Save Cancel

Describe the control in detail. You can also add photos and other documents if necessary. This will be explained soon.



Completing Task Assessment Risk Control

New Control

Hierarchy: Isolation

Control description: Fill ~~pressurised dewar~~ at decanting station outdoors (loading dock)

Are actions required: No

4. Select YES or NO from “Are Actions Required drop down box if your controls need extra resources.’

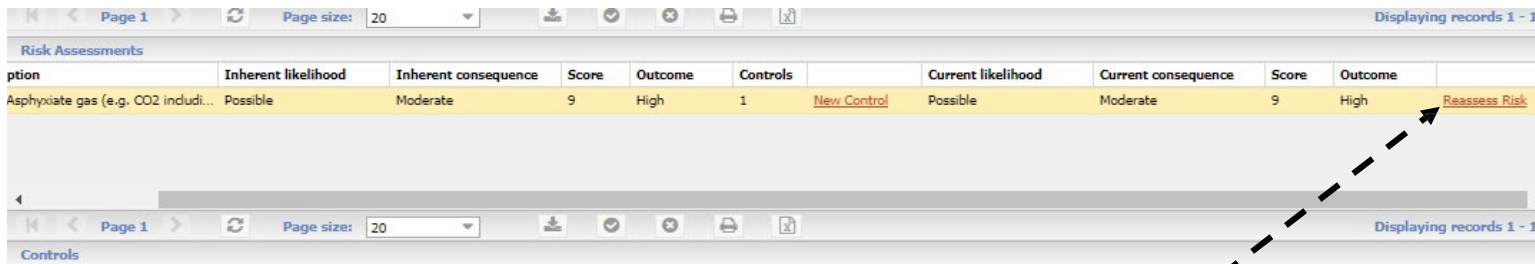
5. Click SAVE

Save Cancel

Extra resources can be labour from other departments, material (you cannot source), plant , equipment, modifications, external contractor assistance etc. If actions are required follow actions steps.



Completing Task Reassessment



Risk Assessments											
ption	Inherent likelihood	Inherent consequence	Score	Outcome	Controls		Current likelihood	Current consequence	Score	Outcome	
Asphyxiate gas (e.g. CO2 includi...	Possible	Moderate	9	High	1	New Control	Possible	Moderate	9	High	Reassess Risk

Click on Reassess Risk to open risk matrix

When all controls have been added navigate back to "Risk Assessment TAB and click on Reassess Risk. This will reopen the risk matrix for you to calculate the new level of risk



Completing Task Reassessment

Reassess Risk

Current consequence: Moderate Current likelihood: Rare

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Yellow	Orange	Red	Red	Red
Likely	Yellow	Orange	Orange	Red	Red
Possible	Green	Yellow	Yellow	Orange	Red
Unlikely	Green	Yellow	Yellow	Orange	Red
Rare	Green	Green	Green	Yellow	Yellow

Save Cancel

Click on the matrix cell you have calculated

Recalculate the risk now that controls have been designed and added to the task. Risk should be decreased to a lower level otherwise controls are not effective and you will need to revisit.

Also check to ensure that new controls have not created new hazards.



Completing Task Reassessment

Reassess Risk

Current consequence: Moderate Current likelihood: Rare

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Yellow	Orange	Red	Red	Red
Likely	Yellow	Orange	Orange	Red	Red
Possible	Green	Yellow	Yellow	Orange	Red
Unlikely	Green	Yellow	Yellow	Orange	Orange
Rare	Green	Green	Green (with 'x')	Yellow	Yellow

Save Cancel

Click on the matrix cell you have calculated

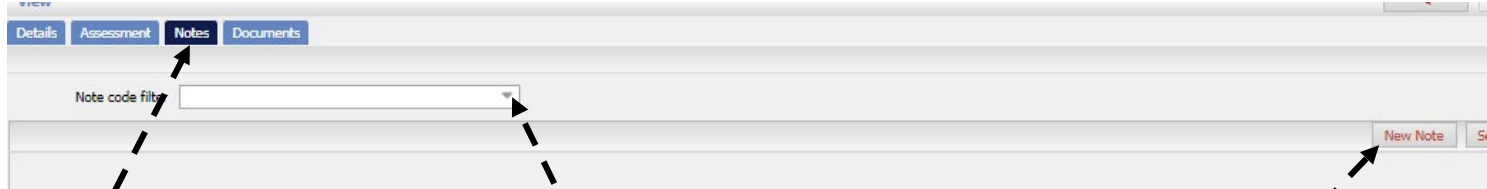
3. Click SAVE

Recalculate the risk now that controls have been designed and added to the task. Risk should be decreased to a lower level otherwise controls are not effective and you will need to revisit.

Also check to ensure that new controls have not created new hazards.



Adding documents , photos, charts to Task Assessment



1. Click on NOTES TAB to add documents or photos

2. Click drop down box on note filter code to select type of attachment

3. Click New Note to open new notes entry page

Adding extra documents, emails and photos can make the addition of controls easier. Photos of hazards are worthwhile in explaining the problem.



Adding documents , photos, charts to Task Assessment

1. Click on Note Code and select attachment type from drop down menu

The screenshot shows a web form titled 'Notes New'. At the top, there is a 'Note code' dropdown menu set to 'General - 03'. Below it is a 'Description' text area containing the text 'Test upload for cxyz RA'. To the left of the description field, there is a dashed arrow pointing from the text '1. Click on Note Code and select attachment type from drop down menu'. Below the description field, there is a table with columns 'File', 'Status', and 'Actions'. The table contains one row with a thumbnail image of two white jugs, the status 'File Uploaded', and a 'Remove' button. To the right of the table, there is a dashed arrow pointing from the text '2. Click Description to describe your attachment'. At the bottom of the form, there is a 'Limit 1MB per file' label and buttons for 'Select Files', 'Remove All', 'Save', and 'Cancel'.

2. Click Description to describe your attachment

Adding extra documents and photos can make the addition of controls easier. Photos of hazards are worthwhile in explaining the problem.



Adding documents , photos, charts to Task Assessment

3. Drag and drop files to be attached here

4. Click Select Files to select from File Explorer

5. Click SAVE

The screenshot shows a 'Notes New' window. At the top, there's a 'Note code' field with 'General - 03' and a 'Description' field with 'Test upload for cxyg RA'. Below this is a table with columns 'File', 'Status', 'Complete', and 'Actions'. The first row shows a thumbnail of two white bottles, the status 'File Uploaded', and a 'Remove' button. Below the table, there's a 'Limit 1MB per file' note. At the bottom right, there are buttons for 'Select Files', 'Remove All', 'Save', and 'Cancel'. Dashed arrows with numbers 3, 4, and 5 point to the attachment table, the 'Select Files' button, and the 'Save' button respectively.

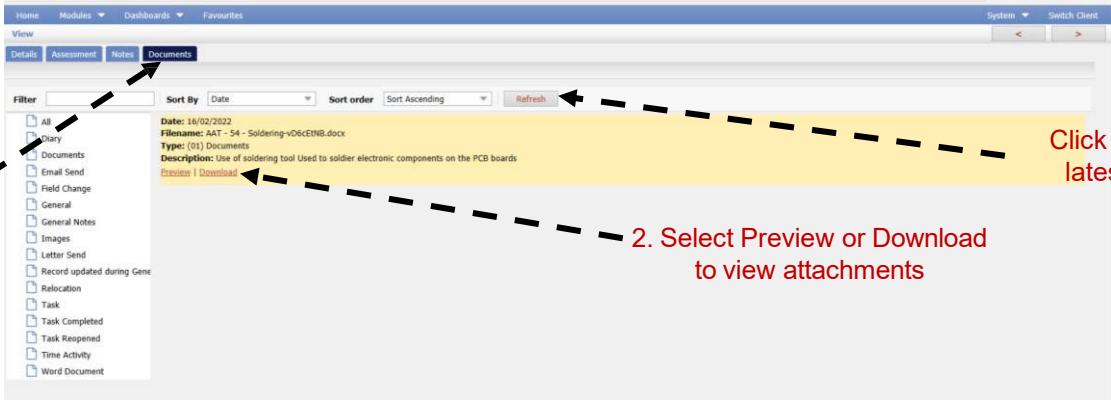
There are 2 ways to add attachments drag and drop or select from file explorer.

Adding extra documents and photos can make the addition of controls easier. Photos of hazards are worthwhile in explaining the problem.

If you wish to remove an attachment return to this page and click **Remove**



Adding documents , photos, charts to Task Assessment



The screenshot shows a web application interface with a top navigation bar (Home, Modules, Dashboards, Favourites) and a left sidebar with a filter menu. The 'Documents' tab is selected in the top bar. The main content area displays a list of documents with columns for Date, Filename, Type, and Description. A 'Refresh' button is located at the top right of the list. Below the list, there are 'Preview' and 'Download' links for each document. Annotations with dashed arrows point to these elements:

- 1. To view attachments click on Documents TAB** (points to the 'Documents' tab in the top bar)
- 2. Select Preview or Download to view attachments** (points to the 'Preview' and 'Download' links)
- Click Refresh to view latest attachments** (points to the 'Refresh' button)

Attachments will all be listed in the Documents page. Recently uploaded attachments may not appear until the refresh button is clicked. Preview will only give a reduced view of the attachment. Download will give a full download that you can save.



Completed Task Assessment

Hazards

Home

Modules

Dashboards

Favourites

System

Switch C

View

Details

Assessment

Notes

Documents

Hazards

New Hazard

	Hazard Description	HRA hazard type	HRA hazard sub type	Risks		
	Electrical - Electrocutation Where power cords are an issue or come into contact with a hot s...	Electrical	Electrocutation	1	New Risk	Linked Summary
	Overheating and Fire Where a hot soldering iron comes into contact with flammable mater...	Other Hazard Profiles no...	Other	1	New Risk	Linked Summary
	Chemical- Airborne Contaminates ? Smoke and Vapours	Chemical	Airborne contaminants that poses...	1	New Risk	Linked Summary
	Electrical Burns Burns caused during soldering without precautions	Electrical	Electrical Burns (both minor and...	1	New Risk	Linked Summary

Page 1

Page size: 20



Displaying records 1 - 4

Risk Assessments

	Risk description	Inherent likelihood	Inherent consequence	Score	Outcome	Controls		Current likelihood	Current consequence	Score	Outcome	
	Electrical - Electrocutation Where power cord...	Possible	Moderate	9	High	4	New Control	Unlikely	Moderate	6	Moderate	Reassess Risk
	Overheating and Fire Where a hot soldering...	Possible	Moderate	9	High	4	New Control	Unlikely	Minor	4	Moderate	Reassess Risk
	Chemical- Airborne Contaminates ? Smoke...	Possible	Moderate	9	High	5	New Control	Unlikely	Moderate	6	Moderate	Reassess Risk
	Electrical Burns Burns caused during solderi...	Possible	Moderate	9	High	3	New Control	Rare	Moderate	3	Low	Reassess Risk

Page 1

Page size: 20



Displaying records 1 - 4

Controls

	Control Description	Hierarchy	Actions	
	Try and use lead free solder	Substitution	0	Linked Summary
	Switch the iron off when it is not in use and replace in holder	Isolation	0	Linked Summary
	Replace iron in its holder when not in use to prevent damages to cables, components etc....	Engineering controls	0	Linked Summary
	Visually inspect the soldering iron and cable before use and report defects to technical staf...	Administrative controls	0	Linked Summary
	Always use a damp sponge for wininn the soldering iron tins (not paper towels) after use	Elimination	0	Linked Summary

Page 1

Page size: 20



Displaying records 1 - 16

Actions

	Action Number	Person responsible	Action description	Due date	Completed date
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Actions



Deleting Hazards, Risks, Controls and Actions from Task Assessment

To delete Controls all actions must be first deleted for that control. To delete Risks all actions and controls must be first deleted. To delete Hazards all actions, controls, risks must first be deleted.

The screenshot displays the Figtree Hazard Risk Assessment interface. It is divided into three main sections: Hazards, Risk Assessments, and Controls. The Hazards section shows a list of hazards with columns for Hazard Description, HRA hazard type, HRA hazard sub type, Risks, and Linked Summary. The Risk Assessments section shows a list of risks with columns for Risk description, Inherent likelihood, Inherent consequence, Score, Outcome, Controls, Current likelihood, Current consequence, Score, Outcome, and Reassess Risk. The Controls section shows a list of controls with columns for Control Description, Hierarchy, Actions, and Linked Summary. The Actions section shows a list of actions with columns for Action Number, Person responsible, Action description, Due date, and Completed date. Annotations indicate how to delete items: 1. Click 'Linked Summary' to view associated risks and controls. 2. Click the magnifying glass icon on the field you wish to delete.

Hazard Description	HRA hazard type	HRA hazard sub type	Risks	Linked Summary
Electrical - Electrocution Where power cords are an issue or come into contact with a hot s...	Electrical	Electrocution	1	New Risk
Overheating and Fire Where a hot soldering iron comes into contact with flammable mater...	Other Hazard Profiles no...	Other	1	New Risk
Chemical- Airborne Contaminates ? Smoke and Vapours	Chemical	Airborne contaminants that poses...	1	New Risk
Electrical Burns Burns caused during soldering without precautions	Electrical	Electrical Burns (both minor and...	1	New Risk

Risk description	Inherent likelihood	Inherent consequence	Score	Outcome	Controls	Current likelihood	Current consequence	Score	Outcome	Reassess Risk
Electrical - Electrocution Where power cord...	Possible	Moderate	9	High	4	Unlikely	Moderate	6	Moderate	Reassess Risk
Overheating and Fire Where a hot soldering...	Possible	Moderate	9	High	4	Unlikely	Minor	4	Moderate	Reassess Risk
Chemical- Airborne Contaminates ? Smoke...	Possible	Moderate	9	High	5	Unlikely	Moderate	6	Moderate	Reassess Risk
Electrical Burns Burns caused during solder...	Possible	Moderate	9	High	3	Rare	Moderate	3	Low	Reassess Risk

Control Description	Hierarchy	Actions	Linked Summary
Try and use lead free solder	Substitution	0	Linked Summary
Switch the iron off when it is not in use and replace in holder	Isolation	0	Linked Summary
Replace iron in its holder when not in use to prevent damages to cables, components etc....	Engineering controls	0	Linked Summary
Visually inspect the soldering iron and cable before use and report defects to technical staf...	Administrative controls	0	Linked Summary
Always use a fire extinguisher for wining the soldering iron tins (not paper towels) after use	Elimination	0	Linked Summary

Action Number	Person responsible	Action description	Due date	Completed date
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1. Click Linked Summary to view associated risks and controls.

2. Click Magnifying Glass Icon on field you wish to delete



Deleting Controls from Task Assessment

The screenshot shows the Figtree Systems web application interface. A 'View Control' dialog box is open, displaying a control description: 'Switch the iron off when it is not in use and replace in holder'. The dialog has 'Update' and 'Delete' buttons at the bottom right. A dashed arrow points to the 'Delete' button. The background shows a table of hazards and risks, and a sidebar with navigation options like 'Summary', 'Date Developed', 'Type', 'Person Responsible', 'Summary Record Count', and 'Print Assessment'.

Hazard Description	HRA hazard type	HRA hazard sub type	Risks	Linked Summary
Electrical - Electrocution Where power cards are an issue or come into contact with a hot s...	Electrical	Electrocution	1	New Risk
Overheating and Fire Where a hot soldering iron comes into contact with flammable mater...	Other Hazard Profiles no...	Other	1	New Risk
Chemical- Airborne Contaminat...				Linked Summary
Electrical Burns Burns caused d...				Linked Summary

Current consequence	Score	Outcome	Reassess Risk
Moderate	6	Moderate	Reassess Risk
Minor	4	Moderate	Reassess Risk
Moderate	6	Moderate	Reassess Risk
Moderate	3	Low	Reassess Risk

3. Click DELETE on item you wish to delete



Completing Task Assessment Review

1. Navigate back to Details TAB

Ready for review has not yet been checked

Key number: 9AR0000015 Date developed: 21/09/2021

Active: ☒

Organisation: Australian National University Colleges Description Long College of Science Research School of Chemistry Research School of Chemistry Research School of Chemistry

Type: HRA (Hazard Risk Assessment) Sub type: Physical

Developed by: Torsten Schwich Person responsible/reviewer: Deanne Drummond

Name of the task: TEST Cryogenic liquid vessel filling

Version: 01

Task description: TEST RA within Figtree UAT environment. Filling cryo vessels (dewars)

Location: Building 138, Level 1, Loading dock

Risk assessment team: Daniel Bartkus (XU4495750@anu.edu.au), Hideki Onagi (XU9718356@anu.edu.au), Torsten Schwich (XU4450603@anu.edu.au)

Type of assessment: Static (long term and > 6 months)

Who are affected by assessment: All people in the location

Record Number 9AR0000015. Created by Torsten Schwich on 21/09/2021 09:26:11.

Assessment Search ★ Assessment 9AR0000011 ★ Assessment 9AR0000015 +

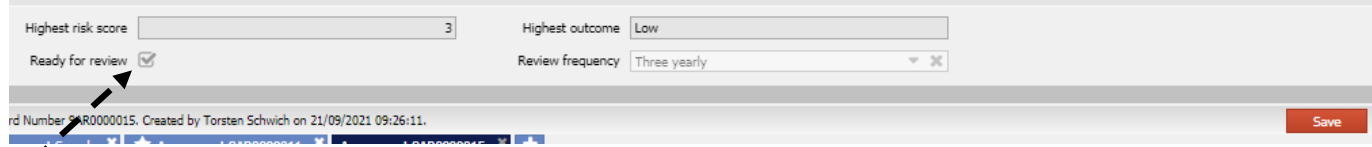
2. Click update

Update

Now Risk Assessment is complete and ready to review.
Navigate back to Details tab and then click update.



Completing Task Assessment Review



The screenshot shows a form for completing a task assessment review. It includes fields for 'Highest risk score' (set to 3), 'Highest outcome' (set to Low), 'Ready for review' (checked), and 'Review frequency' (set to Three yearly). A 'Save' button is located at the bottom right. A dashed arrow points from the text '3. Tick Ready for Review box' to the 'Ready for review' checkbox. Another dashed arrow points from the text '4. Click Save' to the 'Save' button.

Highest risk score	3	Highest outcome	Low
Ready for review	☒	Review frequency	Three yearly

Record Number SAR0000015. Created by Torsten Schwich on 21/09/2021 09:26:11.

Save

3. Tick Ready for
Review box

4. Click Save

Highest Risk Score and Highest Outcome boxes should be pre-populated.
Tick Ready to review box to make assessment ready for approval by manager.
Click Save.



Completing Task Assessment Review

Highest risk score	3	Highest outcome	Low
Ready for review	☒	Review frequency	Three yearly
Review due	01/10/2021	Date reviewed	

Review Due date will
now appear

Once previous page has been saved, Review Due Date will appear along with review frequency and date reviewed cell.

Highest Risk Score and Highest Outcome boxes should be pre-populated.



Completing Task Assessment Review

Highest risk score	3	Highest outcome	Low
Ready for review	☒	Review frequency	Three yearly
Review due	01/10/2021	Date reviewed	21/09/2021

Reviewer will click
update and insert date
reviewed

Reviewer will Click UPDATE and enter date of review. Next review date will appear depending on residual risk level

Next review date

Review due	20/09/2024	Last reviewed	21/09/2021
Date reviewed			



Completing Task Assessment Review

Home Modules Dashboards Favourites System

Search

Organisation

Type

Date developed from

Commencement date from

Name of the task

Date developed to

Commencement date to

Key number

Task description

Person responsible/reviewer

Developed by

Search Recent Reset

	Key Number	Organisation	Type	Task description	Developed	Review due	Review...	Comment...	Developed by	Person responsible	
Q	9AR0000015	Australian Nat...	HRA (Hazard Risk Assess...	TEST RA within Figtree UAT environment. Filling ...	21/09/2021	20/09/2024			Torsten Schwich	Deanne Drummond	Print A
Q	9AR0000014	Australian Nat...	HRA (Hazard Risk Assess...	Using Welders, Hand Power tools, Angle grinder i...	15/09/2021	15/09/2022			Sheren Al-Obeidi	Sheren Al-Obeidi	Print A
Q	9AR0000013	Australian Nat...	HRA (Hazard Risk Assess...	Testing upload of RA to Figtree	08/09/2021	20/09/2024			Amelia Davey	Tracy-Lee Sinnott	Print A

Now completed and approved task assessment will appear in list

Click Print Assessment to print as PDF

Developed	Review due	Review...	Comment...	Developed by	Person responsible	
ling ...	21/09/2021	20/09/2024		Torsten Schwich	Deanne Drummond	Print Assessment

Return to Modules TAB click on Task assessments find your task Assessment and print if required.



UAT Figtree test version

Use the link below to log into the test version of Figtree (UAT) for practice.

https://i1.uat.figtreesystems.com.au/dds410606_test/



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National
University



Thank you.

Safety & Wellbeing

People and Culture Division

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