



D A M S T R A

Copy Risk Assessment

Safety



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Copy Risk Assessment Introduction

Existing Risk Assessment items can be duplicated if required.

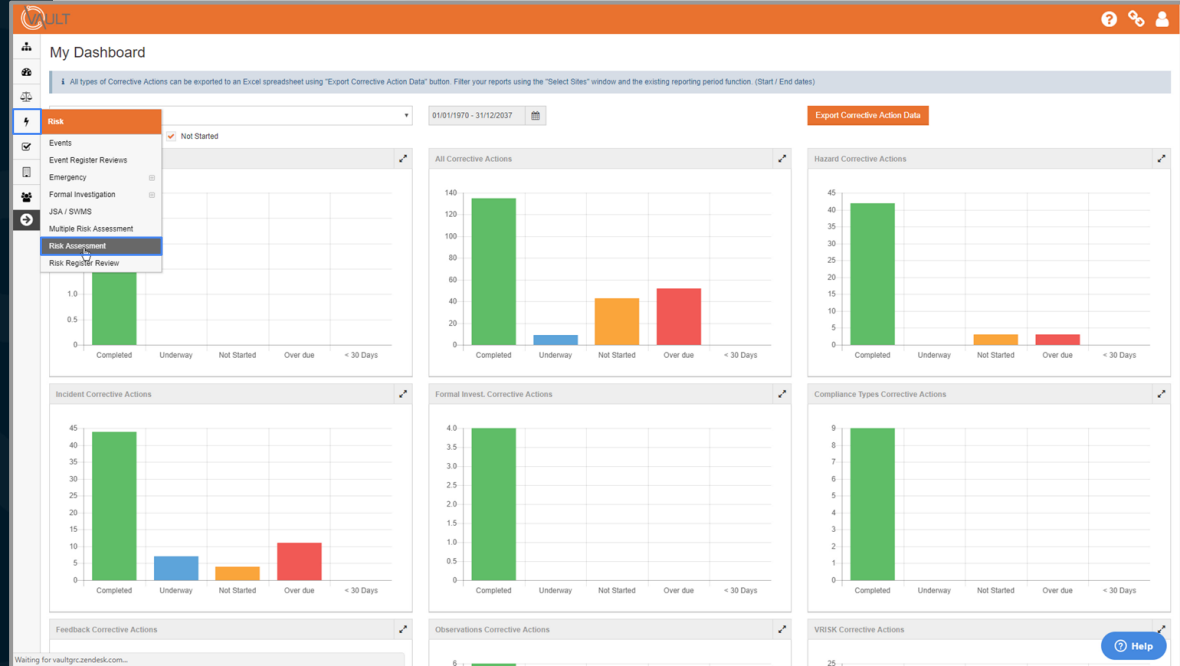
For example, a hazard may exist at one site which is the same as one at another which has already been risk assessed and controlled.

Copying the existing hazard speeds up the management of the similar hazard item.



Copy Risk Assessment Risk Assessment

To do this, begin at the *Risk Assessment Register*, which is found under *Risk* in the menu bar.



Copy Risk Assessment Copy Item

Locate the risk item to be copied, then click 'Actions', then 'Copy'.

The copy of the risk item is now shown in 'Edit' mode.

The screenshot displays the DAMSTRA Risk Assessment interface. On the left, there is a sidebar with navigation icons and filter options. The main area shows a table of risk items with columns for ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, Status, and Actions. A row with ID 2548 is highlighted, and its 'Actions' menu is open, showing options like View, Edit, Delete, Archive, Copy, and Print. The 'Copy' option is highlighted in blue. Below the table, there are search and filter controls. An inset window shows the 'Edit Risk - 2552' form, which is a duplicate of the selected item, with fields for Alert No., Site, Department, Category, Subject, and various risk parameters.

ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status	Actions
2549		Activity/Task	ergoth	ABC Industries Australia		No	High 22	0 - Eliminated		Not Started	Actions
2548		Site	Slippery floor tiles	Christchurch IT		No	Significant 15	Low-1	18/12/2018	Completed	Actions
2543		Site	Boxes stacked in Archive...	Sydney Warehouse		No	High 20	Low-4	22/11/2018	Completed	View Edit Delete Archive
2541		Site	Very loud machinery in p...	Christchurch Warehouse		No	High 20	Low-1	20/10/2018	Completed	Copy Print
2520		Activity/Task	Lifting heavy boxes	New Forest	Finance	Yes	High 22	Moderate -12	10/06/2018	Completed	Actions
2519	1	Plant	Uneven flooring to loadin...	New Forest	GO Unit 1	No	Significant 17	0 - Eliminated		Underway	Actions
2518	AE247	Plant	Unloading Curtain Sided...	Balarat	Warehousing	No	Significant 15	Low-5	29/11/2017	Completed	Actions
2517	AE 567	Substance	Asbestos in wall linings	Balarat	Maintenance / Farm Equi...	No	High 22	Low-2	17/01/2019	Completed	Actions
2516	A123	Activity/Task	Unloading Curtain-sider t...	Mebourne	Logistics	No	High 21	Low-5	09/11/2017	Completed	Actions
1452	123	Activity/Task	Fork Lifts -Loading and...								
1450	BM445	Activity/Task	Unloading curtain sider								
118	AE334	Plant	Tractor power Take-off E...								

Copy Risk Assessment Edit Details

Note that the item is duplicated in its entirety, including all data on all tabs. Depending on the scenario, you may wish to edit or delete details to suit your requirements.

Any changes made will impact the copy only, there will be no change made to the original risk item.

Risk Assessment / Edit Risk - 2552

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 Notify will send an email or SMS to persons assigned in the Notifications Escalations area.

Actions

Description Risk Analysis Control Measures Impacts Reviews Files Audit Log

Situation

Common

Risk ID 2552

Subject Slippery floor tiles

Alert No.

Site ABC Group -> ABC Industries New Zealand -> South Island -> Christchurch -> Head Office -> Christchurch IT

Department Search

- Adelaide Accounting
- Adelaide Payroll
- Head Office
 - Adelaide Administration
 - Adelaide Human Resources
 - Adelaide IT
- Plant
 - Adelaide Warehouse
 - Adelaide Workshop
- Victoria
 - Bairat
 - Geelong

Subcategory

Description

Assumptions

Reported By Worker

Name Farley, Michael

Date Reported 29/06/2018

GPS Location None

Management

Help

Copy Risk Assessment Save Changes

Once any required changes are made,
click 'Save to Risk Assessment' to return
to the Risk Assessment Register.

Include any hazardous substances associated with this hazard by using the "add" button.

Q Add

Substances

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Conditions

Where relevant, detail the conditions associated with the hazard e.g. day, night, overcast, rain, snow, windy etc

Q Add

Environment

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Where relevant, detail the conditions associated with the hazard e.g. restricted space, excessive noise, poor lighting, poor air quality, toxic fumes, no ventilation etc

Q Add

Work

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

Risk Management Dashboard

Overall Status	Raw Risk Rating	Inherent Risk Rating	Residual Risk Rating	Control Implementation	Last Reviewed
Completed	Significant 15	Moderate 12	Low 1	2 Completed 0 Underway 0 Not Started	Never Next Review

Save to Risk Assessment

Cancel

Help

Copy Risk Assessment Copy Saved

The new item is displayed with its new ID and can now be managed as required.

To edit or delete the new item, **click** 'Actions', followed by the relevant option.

The screenshot displays the 'Risk Assessment' interface in the Vault system. The table lists various risk items with columns for ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, and Status. An 'Actions' menu is open for item 2548, showing options: View, Edit, Delete, Archive, Copy, and Print. The interface includes a left sidebar with filters and a top navigation bar with 'Add', 'Copy', and 'Print' buttons.

ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status	Actions
2552		Site	Slippery floor tiles	Adelaide Payroll		No	Significant 15	Low-1	18/12/2018	Completed	Actions
2549		Activity/Task	ergoth	ABC Industries Australia		No	High 22	0 - Eliminated		Not Started	View
2548		Site	Slippery floor tiles	Christchurch IT		No	Significant 15	Low-1	18/12/2018	Completed	Edit Delete Archive Copy Print
2543		Site	Boxes stacked in Archive ...	Sydney Warehouse		No	High 20	Low-4	22/11/2018	Completed	Actions
2541		Site	Very loud machinery in p...	Christchurch Warehouse		No	High 20	Low-1	20/10/2018	Completed	Actions
2520		Activity/Task	Lifting heavy boxes	New Forest	Finance	Yes	High 22	Moderate -12	10/08/2018	Completed	Actions
2519	1	Plant	Uneven flooring to loadin...	New Forest	GO Unit 1	No	Significant 17	0 - Eliminated		Underway	Actions
2518	AE247	Plant	Unloading Curtain Sided ...	Balarat	Warehousing	No	Significant 15	Low-5	29/11/2017	Completed	Actions
2517	AE 567	Substance	Asbestos in wall linings	Balarat	Maintenance / Farm Equip...	No	High 22	Low-2	17/01/2019	Completed	Actions
2516	A123	Activity/Task	Unloading Curtain-sider Ir...	Melbourne	Logistics	No	High 21	Low-0	06/11/2017	Completed	Actions
1452	123	Activity/Task	Fork Lifts -Loading and U...	Geebung		Yes	High 21	0 - Eliminated	28/09/2014	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...	Balarat	Maintenance / Farm Equip...	Yes	High 22	Moderate-11	25/07/2019	Completed	Actions

