



**D A M S T R A**

Export Risk  
Assessment

Safety

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# Export Risk Assessment Introduction

In addition to the standard Reporting functionality built-in to the Governance section, Damstra Safety supports the ability to export a part of or the entire Risk Assessment Register as a Spreadsheet, as well as the ability to generate a report for an individual Risk item as a PDF document or HTML page.

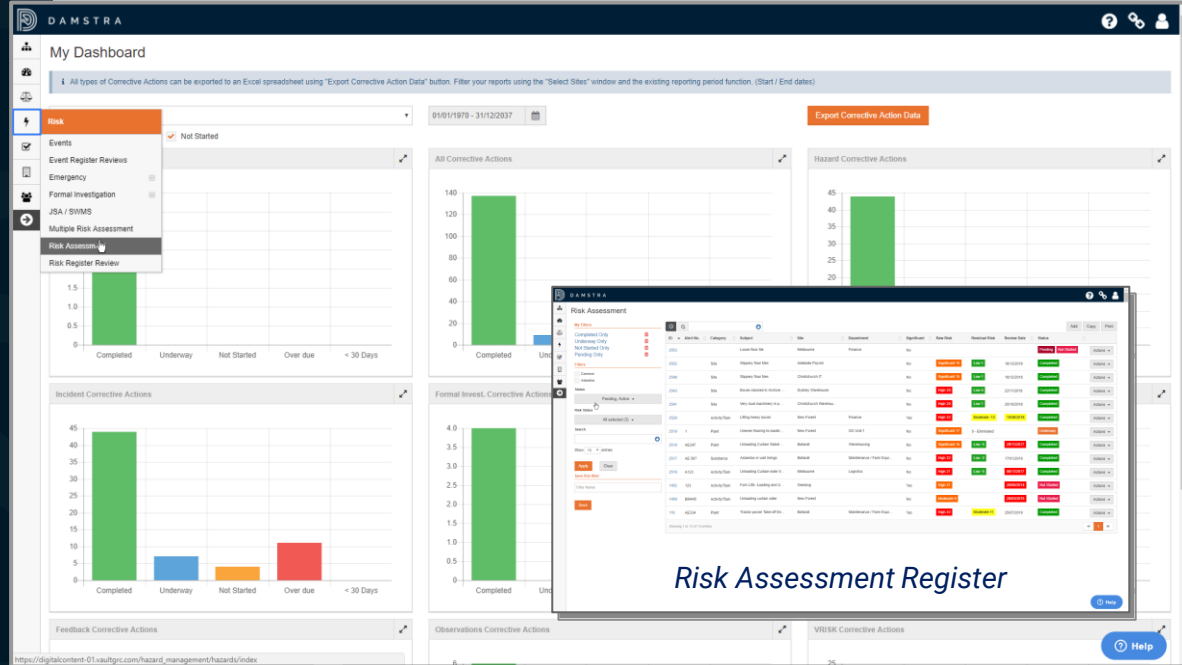
In this guide, we'll cover how both of these things are done.

Export risk assessment register

Export risk item report

# Export Risk Assessment Risk Assessment Register

**Begin** at the *Risk Assessment Register*, which can be found under Risk in the Menu Bar.



# Export Risk Assessment

## Export Risk Assessment Register

For an export of the Risk Assessment Register, use the Filters Sidebar or Smart Search to specify the data you're interested in, then **click** the 'Print' button.

A Microsoft Excel file will be downloaded, which you can then open in a compatible application.

The screenshot displays the DAMSTRA Risk Assessment interface. On the left is a sidebar with filters for 'My Filters', 'Status', and 'Risk Status'. The main area shows a table of risk entries with columns for ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, and Status. A 'Print' button is highlighted in the top right corner. Below the table, a download dialog box is open, showing a file named 'Hazard Register.xlsx' with a URL and a 'Show in folder' option.

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	19/12/2018	Completed	Actions
2548		Site	Slippery floor tiles	Christchurch IT		No	Significant 15	Low-1	19/12/2018	Completed	Actions
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 Warehou...		No	High 20	Low-1	20/10/2018	Completed	Actions
2520		Activity/Task	Lifting heavy boxes	New Forest	Finance	Yes	High 22	Moderate-12	10/06/2015	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 ...	Battarat	Warehousing	No	Significant 16	Low-5	29/11/2017	Completed	Actions
2517	AE 567	Substance	Asbestos in wall linings	Battarat	Maintenance / Farm Equi...	No	High 22	Low-2	17/01/2019	Completed	Actions
2516	A123	Activity/Task	Unloading Curtain-side fr...	Melbourne	Logistics	No	High 21	Low-5	06/11/2017	Completed	Actions
1452	123	Activity/Task	Fork Lifts -Loading and U...	Geelong		Yes	High 21		28/05/2014	Not Started	Actions
1450	BM445	Activity/Task	Unloading curtain sider	New Forest		No	Moderate 9		28/03/2015	Not Started	Actions
118	AE334	Plant	Tractor power Take-off En...	Battarat	Maintenance / Farm Equi...	Yes	High 22	Moderate-11	25/07/2019	Completed	Actions

# Export Risk Assessment

## Export Risk Assessment Register cont.

The file provides summary information for items in the Risk Assessment Register matching the selected filters, including:

- Risk ID
- The Hazard Details
- Location details
- Whether the item has been flagged as a 'Significant Hazard'
- Raw and Residual Risk Scores
- Status

Risk ID	Item #	Category	Subject	Site	Department	GPS Longitude	GPS Latitude	Location	Sig Hazard	Raw Risk	Residual Risk	Review Date	Status
139	AF134	Plant	Tractor power Take-off Entangle Ballast	New Forest	Maintenance / Farm Equipment	-42.30580675	174.67271185	180 Redhouse Rd	No	Medium	Medium	15/07/2018	Active
1450	BM445	Activity/Task	Unloading curtain sider	New Forest	Maintenance / Farm Equipment	-42.30580675	174.67271185	180 Redhouse Rd	No	Low	Low	15/07/2018	Active
1453	123	Activity/Task	Work lifts, loading and unloading	Christchurch IT	Finance	-48.63890208	174.81702185	170 Huxley Rd	No	Significant	Significant	18/12/2018	Active
2516	A123	Activity/Task	Unloading Curtain-sider truck	Melbourne	Logistics	-41.30583176	174.6725365	13 Fowburgh St	No	Low	Low	15/07/2018	Active
2517	AF 567	Substance	Asbestos in wall linings	Ballarat	Maintenance / Farm Equipment	-42.40086376	150.67951185	155 Hullett Ave	No	Significant	Significant	17/01/2018	Active
2518	44247	Plant	Unloading Curtain Sider truck	Ballarat	Warehousing	-42.40086376	150.67951185	155 Hullett Ave	No	Significant	Significant	17/01/2018	Active
2519	1	Plant	Unladen flooring to loading bay	New Forest	GO Unit 1	-42.40086376	150.67951185	155 Hullett Ave	No	Significant	Significant	17/01/2018	Under Review
2520	Activity/Task	Lifting heavy boxes	New Forest	Finance					No	Significant	Significant	18/12/2018	Active
2541	Site	Very loud machinery in pump in Christchurch Warehouse							No	Significant	Significant	20/10/2018	Active
2543	Site	Roofs reached in treehouse room	Tisbury Warehouse			-30.38796263	170.67271185	45 Selwood Pl	No	Significant	Significant	22/11/2018	Active
2546	Site	Slippery floor tiles	Christchurch IT			-48.63890208	174.81702185	170 Huxley Rd	No	Significant	Significant	18/12/2018	Active
2552	Site	Slippery floor tiles	Adelaide Payroll						No	Significant	Significant	18/12/2018	Active

# Export Risk Assessment

## Export Individual Risk Item

For a more detailed export of a specific, individual risk item, locate the item in the Register, then **click** 'Actions', then 'Print'.

Options appear, including:

- The company name to appear in the report header
- Whether reviews should be included
- Paper size and orientation
- And finally, whether the report should be output as a PDF file, which is ideal for printing or for sharing with those who do not have Damstra Safety access to view.

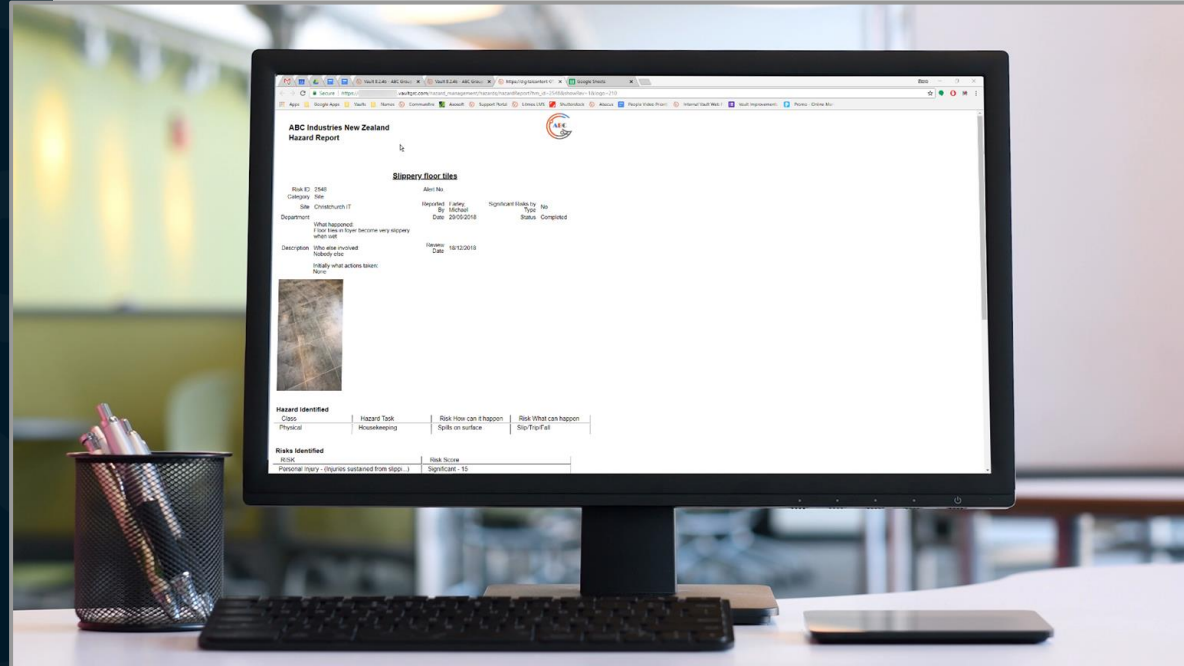
The screenshot displays the DAMSTRA Risk Assessment interface. The main window shows a table of risk items with columns for ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, and Status. A specific risk item is highlighted with ID 2548, Category 'Slippery floor tiles', Site 'Christchurch IT', and Status 'Completed'. An 'Actions' dropdown menu is open, showing options: View, Edit, Delete, Archive, Copy, and Print. A 'Print' dialog box is also visible, allowing users to select a company name (ABC Industries New Zealand), include reviews, choose paper size (A4 or A3), orientation (Portrait or Landscape), and report format (HTML or PDF). The dialog box includes 'Print' and 'Close' buttons.

# Export Risk Assessment

## Export Individual Risk Item cont.

Exported reports include information pulled from the Risk item including:

- details about the Hazard itself
- any associated Risks
- any existing or new Controls
- and the Inherent and Residual Risk Scores





# Export Risk Assessment

## Sharing an Export

HTML reports may be shared via the URL for the report, however note that the recipient will require Damstra Safety access to view.

PDF reports may be shared with anybody via email, using the downloaded file.

