



done safe

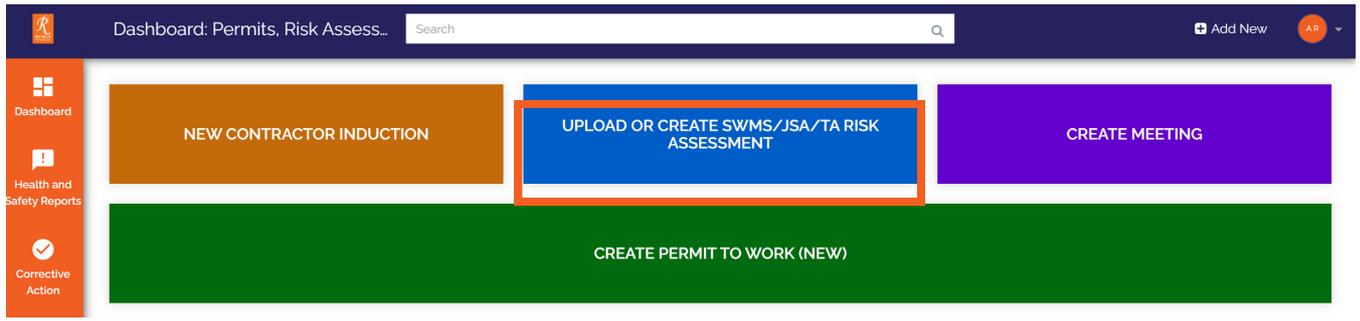
UPLOADING YOUR RISK ASSESSMENT



RYMAN
HEALTHCARE

Uploading your risk assessment

1 Select "UPLOAD OR CREATE SWMS/JSA/TA RISK ASSESSMENTS" tab.



2 Select Risk Assessment Type - "SWMS/JSA/TA Upload"

Risk Assessment Type *

SWMS/JSA/TA Upload - When a paper risk assessment has already been completed. These can be recorded here.

Step Back - A simple quick risk assessment typically for low risk work. Particularly useful when you are doing a task that is unfamiliar to you or different than usual to help you consider the risks and work safely.

SWMS/JSA/TA Upload

3 Complete the details on the form and select "Complete".
Location, works description, start date, completion date & risk assessment owner

Works description *
Please provide a description of the job, task, activity or hazard that this risk assessment is for

Work completion date *

Risk assessment owner *
E.g. Contractor Supervisor/Project Manager/Foreman

Work start date *
03/07/2023

Select company / companies
Select...

4 Please upload the SWMS and submit by selecting "Complete"
You will need to identify if the work is high risk & include the Works Manager's contact number

Please attach your risk assessment *
Ensure you photograph then attach all pages and they are clear and legible.
Drop files here or click to upload

Works Manager *
The Ryman person supervising the completion of the work.
Andy Reid (yourself)

Works Manager contact phone number

Does this task require high risk work?
Yes No

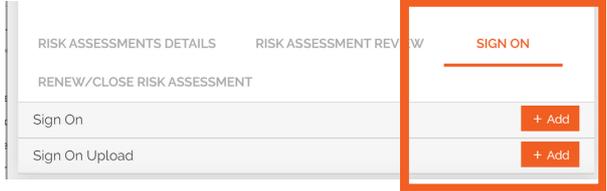
Attachments
Attach any further documentation or photos of the work area
Drop files here or click to upload

Complete

5 If approved, the stage will shift from "review" to "active". Work can then be undertaken within the conditions mentioned in the risk assessment.



Regular copies of sign-on's need to be provided to Ryman and can be uploaded to Donesafe. Talk to your site supervisor about requirements.



SWMS FLOWCHART - RISK ASSESSMENT ON DONESAFE

