donesafe UPLOADING YOUR RISK ASSESSMENT





Uploading your risk assessment

Select "UPLOAD OR CREATE SWMS/JSA/TA RISK ASSESSMENTS" tab.		
Dashboard: Permits, Risk Assess Search	c	Add New As -
Dashboard NEW CONTRACTOR INDUCTION	OR CREATE SWMS/JSA/TA RISK ASSESSMENT	CREATE MEETING
Corrective Action	ATE PERMIT TO WORK (NEW)	
Select Risk Assessment Type - "SWMS/JSA/TA Upload"		
Risk Assessment Type *		
SWMS/JSA/TA Upload - When a paper risk assessment has already Step Back - A simple quick risk assessment typically for low risk wou is unfamiliar to you or different than usual to help you consider the risk SWMS/JSA/TA Upload	y been completed. These can be recor rk. Particularly useful when you are doi isks and work safely.	rded here. ng a task that
Complete the details on the form an Location, works description, start date, compl Works description * Please provide a description of the job. task. activity or hazard that this risk assessment is for	Id select "Complete" letion date & risk assessm Work completion date * 	nent owner
Work start date *	f) Select company / companies	
Please upload the SWMS and submit You will need to identify if the work is high risk Please attach your risk assessment * Ensure you photograph then attach all pages and they are clear and legible. Please attach your risk assessment * The Ryman person supervising the completion of the work. Andy Reid (yourself)	Select. t by selecting "Comp & & include the Works Mar Does this task require high risk wor Yes No Attachments Attachments Attach any further documentation or phot	olete" nager's contact number *? os of the work area d
Works Manager contact phone number	Complete	
If approved, the stage will shift from undertaken within the conditions me Stage: Review	n "review" to "active" Intioned in the risk a Stage: Active	". Work can then be ssessment.
Regular copies of sign-on's need to be provide to Ryman and can be uploaded to Donesafe. Talk to your site supervisor about requirements.	C RISK ASSESSMENTS DETAILS RENEW/CLOSE RISK ASSESSMENT Sign On Sign On Upload	RISK ASSESSMENT REV W SIGN ON + Add + Add

If you're a Contractor for Ryman and need assistance contact the Contractor Support team. Email: contractorsupport@rymanhealthcare.com | Phone: 0800 588 222

SWMS FLOWCHART - RISK ASSESSMENT ON DONESAFE

Select "Upload SWMS/JSA/RISK **ASSESSMENT**" 1 From the drop-down select "SWMS" 2 Fill in the works description, company & risk assessment owner 3 **Upload the SWMS** from your desktop or take a picture of it 4 The Ryman Site Team Select Complete, it will review & once will shift to review active the work can begin. 5 **Provide Ryman with** regular copies of any reviews and worker sign on's

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