



# ANFF-Q UQ Site Evidence of Completed Risk Assessment

Following the ANFF-Q Risk Assessment Review and Audit, we now require all ANFF-Q Users to email us proof that they have read the Risk Assessments that relate to the piece of equipment they wish to access before the Professional Officer who trained them on how to use the piece of equipment will sign off on the training and give the User access to the equipment in the ANFF-Q booking database.

In order to prove that they have read the relevant Risk Assessments, the ANFF-Q User must email the training ANFF-Q Professional Officer a screenshot of the “Who Has Read” list page of the relevant Risk Assessments within the UQ Risk Management Database showing the User’s name in the list.

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### How to send a screenshot of the “who has read” list

1. Login to the UQ Risk Management Database: <https://www.risk.admin.uq.edu.au/Signin.aspx>
2. Go to the relevant Risk Assessment within the Risk Assessment Database.
3. Read the Risk Assessment (an easy way to do this is to Click on “View/Print All” and simply read the full details on screen)
4. Click on the “Read: No” button at the bottom of the screen



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**Risk Management Database**

◀ BACK   HOME   SIGN OUT   ?

56869: AFM-Cypher Asylum Research

**Task Navigation Tree**

- Low AFM-Cypher Asylum Research
  - Low Standard Risks
    - Low No risk using this AFM
      - Chemical Risks
  - References and Attachments
  - Email
    - Who Has Read
  - Advanced

Task ID: 56869   Last Modified by Derek Hirons on 23 Sep 2015 08:58

Task Name: AFM-Cypher Asylum Research

Author: ANFF, Group (\*ANFF)

Campus: St Lucia Campus

Faculty/Division: AIBN - Australian Institute for Bioengineering and Nanotechnology

School/Centre: AIBN - Office of / Main

Other: ANFF-Q

Workplace:

Supervisor: Hirons, Derek (chdhiron)

Status:  Approved    Not Approved   Task can be Approved or Not Approved.

Date Approved: 23 Sep 2015

Supervisor Notes:

[Email Task Information to...](#)

[View/Print All](#)   [Create a Word Document](#)

▼ What do I do next?

T A S K :   Copy   **Read: No**   Archive   New   Save   Cancel   Delete

Anita Gibson is signed in   **PRODUCTION**   Version 160325R



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5. Select "Yes" and click the "Save" button

The screenshot displays the OHS Risk Management Database interface. At the top, there is a purple header with the OHS logo and the text "Risk Management Database". Below the header, there are navigation links: "BACK", "HOME", and "SIGN OUT". The main content area shows a task titled "56869: AFM-Cypher Asylum Research". The task details include "Task ID: 56869" and "Last Modified by Derek Hiron on 23 Sep 2015 08:58". The task name is "AFM-Cypher Asylum Research" and the author is "ANFF, Group (\*ANFF)".

A dialog box titled "I have read..." is overlaid on the task details. The dialog box contains the following text:

**I have read and understood this risk assessment and any associated Standard Operating Procedures**

**Press YES and SAVE.**

Yes

No

**Do not press multiple times. To view your name on reader list. Close or Cancel this dialog box. Go to 'Who Has Read' section in the TASK NAVIGATION TREE**

The "Yes" radio button and the "Save" button are circled in red. At the bottom of the dialog box, there is a green button labeled "What do I do next?".

At the bottom of the interface, there is a green footer bar with the text "Anita Gibson is signed in", "PRODUCTION", and "Version 160325R".



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6. Click on the “Who Has Read” option in the Task Navigation Tree

The screenshot displays the 'Risk Management Database' interface. At the top, there is a purple header with the UQ logo and 'OHS Risk Management Database'. Below the header is a navigation bar with 'BACK', 'HOME', and 'SIGN OUT' options. The main content area is titled '56869: AFM-Cypher Asylum Research'. On the left, a 'Task Navigation Tree' is visible, with 'Who Has Read' highlighted in a red circle. The main panel shows task details: Task ID: 56869, Last Modified by Derek Hirons on 23 Sep 2015 08:58. The task name is 'AFM-Cypher Asylum Research', author is 'ANFF, Group (\*ANFF)', campus is 'St Lucia Campus', faculty/division is 'AIBN - Australian Institute for Bioengineering and Nanotechnology', school/centre is 'AIBN - Office of / Main', and other is 'ANFF-Q'. The supervisor is 'Hirons, Derek (chdhiron)' and the status is 'Approved'. The date approved is '23 Sep 2015'. At the bottom, there are buttons for 'Copy', 'Read: Yes', 'Archive', 'New', 'Save', 'Cancel', and 'Delete'. A footer bar shows 'Anita Gibson is signed in', 'PRODUCTION', and 'Version 160325R'.



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7. Take a screenshot of the list showing your name (click on the window to make sure it is selected, then hold down the “Alt” key and press the “PrtScn” key)

The screenshot shows the OHS Risk Management Database interface. The main content area displays a table titled "Information" with the heading "The following users have indicated that they have read and understood this Task". The table lists users, their dates, and read statuses. A red arrow points to the row for Anita Gibson.

Name	Date	Read Status
Chambers, Lewis (uqlcham3)	15/06/2016 11:44	Read
Chen, Ao (s4335847)	12/10/2015 11:20	Read
Creasey, Rhiannon (uqrcrea1)	14/10/2015 15:13	Read
Creasey, Rhiannon (uqrcrea1)	07/12/2015 13:34	Read
Donose, Bogdan (uqbdonos)	02/10/2015 17:50	Read
Gibson, Anita (uqagibso)	03/08/2016 15:40	Read
Grewal, Yadveer (uqygrewa)	24/11/2015 14:09	Read
Han, Pingping (uqphan4)	01/04/2016 18:12	Read
Hui, Yue (s4343128)	11/04/2016 16:47	Read
Jiang, Zhen (s4370069)	26/05/2016 20:10	Read
...	...	...

At the bottom of the interface, there are buttons for "Copy", "Read: Yes", "Archive", "New", "Save", "Cancel", and "Delete". The status bar at the bottom indicates "Anita Gibson is signed in", "PRODUCTION", and "Version 160325R".



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8. Email the screenshot to the ANFF-Q staff member who trained you on the instrument (open a new email and click in the main text area to make sure it is selected, then hold down the "Ctrl" key and press the "v" key – the screenshot will then be pasted into the main body of the new email). Make sure that your name and the risk assessment name and number are clearly visible in the screenshot before you send the email.

The screenshot shows an email interface with a header for 'OHS Risk Management Database'. The main content area displays a task titled '56869: AFM-Cypher Asylum Research'. Below this, a table lists users who have read the task. The table has three columns: Name, Date, and Read Status. The user 'Gibson, Anita (uqagibso)' is highlighted with a red circle, and the task title is also circled in red.

Name	Date	Read Status
Chambers, Lewis (uqlcham3)	15/06/2016 11:44	Read
Chen, Ao (s4335847)	12/10/2015 11:20	Read
Creasey, Rhiannon (uqrcra1)	14/10/2015 15:13	Read
Creasey, Rhiannon (uqrcra1)	07/12/2015 13:34	Read
Donose, Bogdan (uqbdonos)	02/10/2015	Read
Gibson, Anita (uqagibso)	03/08/2016 15:40	Read
Grewal, Yadveer (uqygrewa)	24/11/2015 14:09	Read