



Risk Rating



How do we improve on our WHS? Where do we currently stand? The unique Risk Rating system.

This online system uses a unique *Risk Rating* function, which allows you to view ‘at a glance’ exactly how you rate with WHS at your workplace.

The *Risk Rating* scores are from 1 – 5, and 5 would mean that there is little or no commitment to improving WHS within the workplace whatsoever. Users may gain a highest possible *Risk Rating* score of ‘1’, which means essentially that they are doing much to be proactive about WHS in the workplace. To gain a ‘1’, users would simply complete the actions the system reminds them to undertake via regular email alerts.

In addition to the *Risk Rating* score itself, if at least 1 x "AED Check" AND at least 1 x "Security System Check" have been completed within a calendar month, an asterisk "*" will display next the *Risk Rating* score e.g.: 1*

Risk Rating scores are calculated live and take into consideration all actions completed over a ‘rolling’ 12-month timeframe.

Please see the below table for an explanation of those Risk Rating scores, along with the actions you would need to take to improve your score.

If you would like to view your history, including any tasks that are due, please go to your Resources Area section of the system, and then select ‘WHSIM History’ or, click ‘Workplace Activity’ in the banner menu.

Risk Rating score*	What a user needs to do to achieve this Risk Rating score	How can the user improve WHS/Risk Rating score?
1	<ul style="list-style-type: none"> One workplace inspection for that month (or current month) has been completed One Policy Review was completed within the WHS Documents, Records and SWPs module of the system within the last 12 months Two Bi-annual WHS Systems and Documentation Reviews in the last 12 months are completed Four 'Safety Meeting/Toolboxes' have been completed in the last 12 months There are no 'Urgent Tasks' currently outstanding 	<p>You are well conversant with WHS and do much to improve your OHS performance.</p> <p>Stay committed to continuous improvement and continue to respond to and follow the email reminders to complete necessary tasks when they fall due and you will retain your Risk Rating score of '1' over time.</p>
2	<ul style="list-style-type: none"> One workplace inspection for that month (or current month) has been completed One Policy Review was completed within the WHS Documents, Records and SWPs module of the system within the last 12 months One Bi-annual WHS Systems and Documentation Reviews in the last 12 months are completed Two 'Safety Meeting/Toolboxes' have been completed in the last 12 months There are no 'Urgent Tasks' currently outstanding 	<p>You are almost a Risk Rating score of '1' user and you are committed to improving WHS within the workplace.</p> <p>To improve, you'll need to complete: bi-annual Systems and Documentation Reviews, and Safety Meeting/Toolboxes when requested (in email alerts) and login each time requested.</p>
3	<ul style="list-style-type: none"> One workplace inspection in the last three months has been completed One Policy Review was completed within the WHS Documents, Records and SWPs module of the system within the last 12 months Zero Bi-annual WHS Systems and Documentation Reviews in the last 12 months are completed Zero 'Safety Meeting/Toolboxes' have been completed in the last 12 months There may (or may not) be 'Urgent Tasks' currently outstanding 	<p>You are doing quite well, but could improve. To improve, you'll need to complete: Workplace Inspections, bi-annual Systems and Documentation Reviews, and Safety Meeting/Toolboxes when requested (in email alerts) and login each time requested.</p> <p>You will also need to complete your Urgent Tasks immediately if you have any.</p>
4	<ul style="list-style-type: none"> One workplace inspection in the last six months has been completed Zero Policy Reviews were completed within the WHS Documents, Records and SWPs module of the system within the last 12 months Zero Bi-annual WHS Systems and Documentation Reviews in the last 12 months are completed Zero 'Safety Meeting/Toolboxes' have been completed in the last 12 months There may (or may not) be 'Urgent Tasks' currently outstanding 	<p>You really need to improve on your commitment and execution of WHS within the workplace (unless you have just joined, then you will need to stay committed and you will improve over time).</p> <p>You'll need to commit to performing actions as they are sent to you via email alerts. To improve right now, please undertake the actions stated above in 'Risk Rating 1'.</p>
5	<p>Your organisation has either just started using the system or has used the system very little and has not completed tasks when they are due, or submitted any forms or documents.</p> <p>If you have been signed up to the system for over three months, you should seek assistance to improve your WHS immediately and/or start following the email reminders which will guide you on how to improve you WHS and your Risk Rating score.</p>	<p>You need to start following the instructions contained within the email reminders to improve your WHS - it appears that there is little commitment here (if you have just started with using the system, don't worry - your Risk Rating score will improve over time so long as you follow the email reminders to complete tasks when they fall due).</p>

In addition to the Risk Rating score itself, if at least 1 x "AED Check" AND at least 1 x "Security System Check" have been completed within a calendar month, an asterisk "*" will display next the Risk Rating score e.g.: 1*