QUICK START GUIDE

Workplace Risk Assessment – Bolted Steel Tank Manufacturing Workshop

Sections A to I: the whole workshop · New South Wales

In one sentence
Sign in, tick the activities you carry out, walk your workshop answering Yes / No / N/A for each control, assign the actions it lists, then download one finished Word report, print it and sign it.

More than a template

A template gives you blank tables and generic hazards, and leaves the hard part – deciding what the risks are, how bad they are and whether your controls are good enough – to you. This system does that work for you, and then makes it specific to your site.

	A typical template	This system
Hazards	Generic list, often not about your work	350 hazards specific to bolted steel tank manufacturing, activity by activity
Risk rating	You decide how bad each risk is	Starting (inherent) risk already rated by a Certified Industrial Hygienist for people, property, environment and reputation
Controls	Blank space to write your own	1,491 controls listed for you, ranked by the hierarchy of control – you simply say whether each is in place
Residual risk	You guess whether your controls are enough	Calculated for every hazard from the controls you actually have, the same way every time
Occupational hygiene	Usually missing	Fume, dust, noise, vibration, chemicals, heat and ergonomics assessed alongside safety and fire
Action plan	You write it from scratch	Built automatically from every missing control, most urgent and most effective first
Finished document	You format it yourself	One Word report – method, hazard register, results, action plan, every answer and signature blocks – generated for you to print and sign
Review	Start again next year	Change only what has changed; the results and action plan update

1. What you receive with each section

#	Item	What it is for
1	Online calculator (sign-in link in your order email)	Where the assessment is done. Across the nine sections it holds 60 activities, 350 hazards and 1,491 controls, works out your results and Action Plan, saves your answers, and produces your finished Word report.
2	RA_Tank_Manufacturing_Section_X_Walkthrough_Checklist_NSW.docx	A blank printable copy: the method, the hazard register and every control with Yes / No / N/A boxes. Use it on the workshop floor if you prefer paper, then enter the answers online.
3	Section_X_Quick_Start_Guide.pdf	This guide.
4	Section_X_Calculator_Login.pdf	One page: the web address of your calculator and how to sign in the first time.

Your finished risk assessment is the Word report you download from the online calculator. There is no spreadsheet to fill in and nothing to copy by hand.

2. Before you start

- **Take the right people.** A supervisor who knows the area and at least one worker who does the task, or your Health and Safety Representative. Consulting workers is a legal requirement, and they know which controls are really used.
- **Have your records to hand:** training and licence registers, plant inspection and maintenance logs, Safety Data Sheets, and any air, noise or health monitoring reports.
- **Know your answers.** Yes = in place and working today, and you have seen it or sighted the record. No = missing, not working, out of date or only partly in place. N/A = cannot apply at your site.
- **Take a phone, tablet or laptop** – or print the blank walkthrough checklist, mark it by hand and enter the answers afterwards.
- **Read 'How it works'** in the calculator once: how risk is rated, the hierarchy of control and a worked example. The same pages open your report.

The pictures in this guide were taken in Section A for a made-up company. Every section looks and works the same way, with its own activities, hazards and controls.

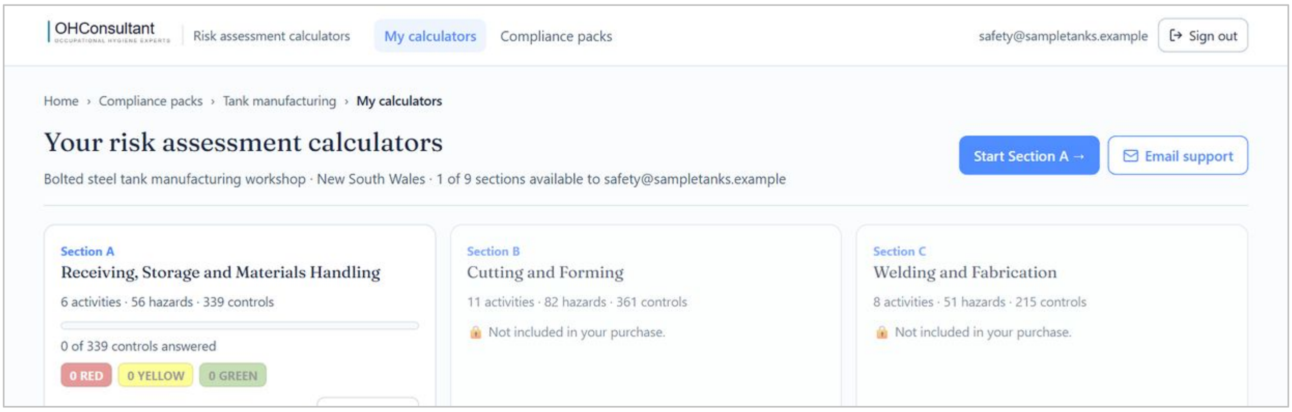
Sections are sold one at a time or as the complete workshop. This guide is the same for every section; the copy in your download is headed with your section.

3. Step by step

Step 1 – Sign in

Open the link in your order email, or go to https://app.ohconsultant.com.au/risk-assessment-calculator (it is also on the login sheet in your download). Sign in, or choose Sign up, with **the email address you used at checkout** – your section opens for that address only, and the address must be verified (confirm the email you are sent when you sign up).

“My calculators” lists all nine sections. The ones you bought are open; the others are locked. Press **Start Section …**.



“My calculators”: your section is open, with its progress and results. The header shows who is signed in, with Sign out.

Finding your way around

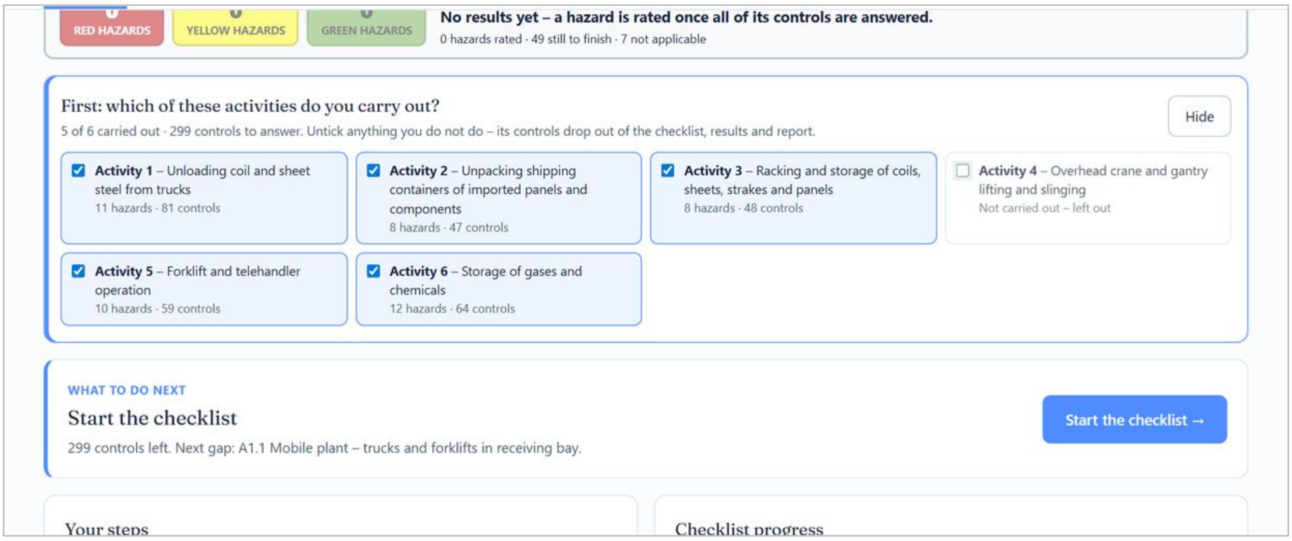
The top of every screen in a section looks like this.

The top of every screen in a section.

1	Progress at a glance: how many hazards are RED, YELLOW and GREEN so far, how many controls are still UNANSWERED, and how many ACTIONS are in your Action Plan. Each one is a button.
2	The main button always takes you to the next thing to do – here “Start the checklist”.
3	The steps, left to right: Overview → 1 Checklist → 2 Results → 3 Action plan → 4 Site details & report. A green tick appears as each step is completed.
4	Email support, and How it works – the rating scales, risk matrix, hierarchy of control and a worked example (the same method printed in your report).

Step 2 – Tick the activities you carry out

Each section opens on the **Overview**: what is done, what is left and one button for the next thing to do. Start with the list of activities and **untick any you do not carry out**. All of their controls leave the checklist, the results and the report in one go. Tick an activity again at any time and your answers come back.

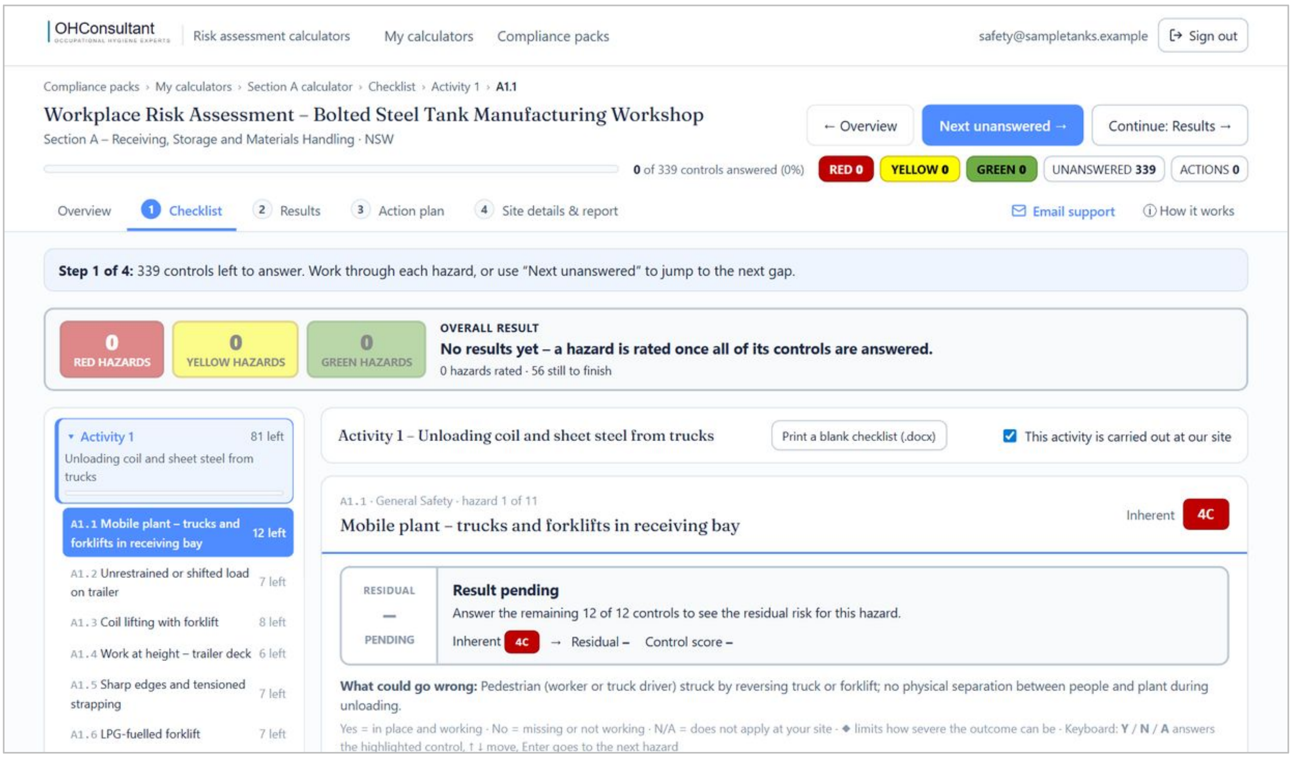


An unticked activity reads “Not carried out – left out”. The count of controls to answer updates straight away.

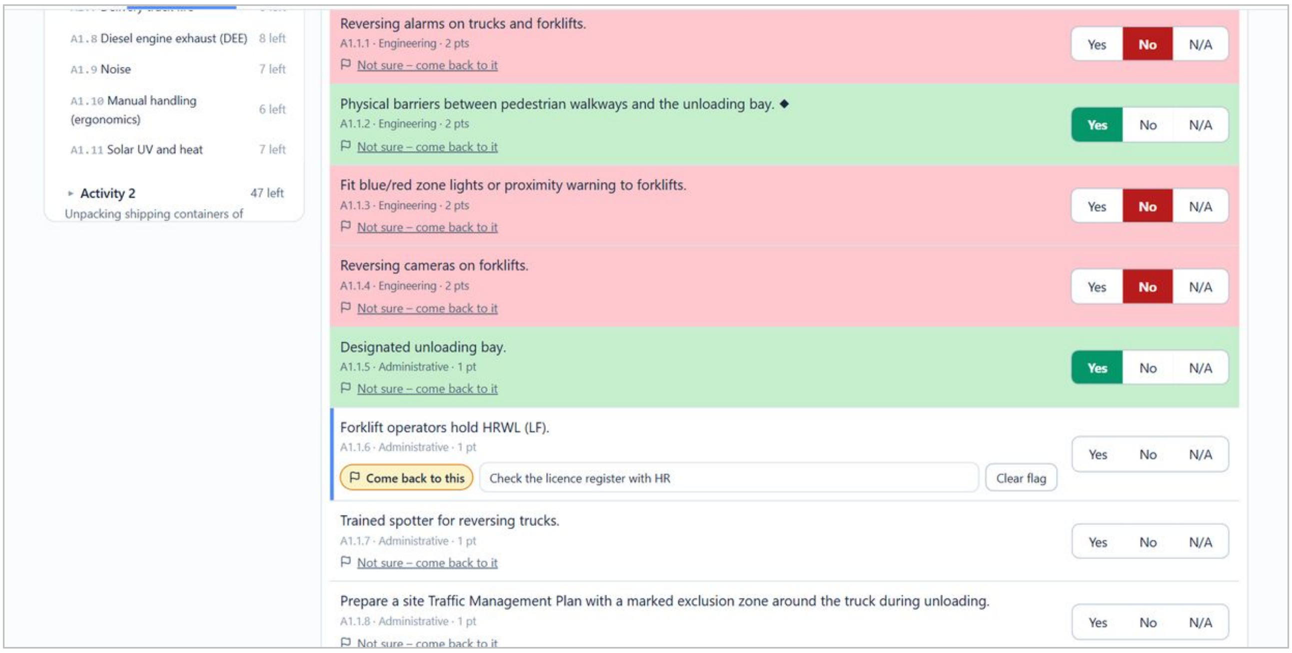
Step 3 – Walk the floor and answer every control

Open tab **1 Checklist**. Pick an activity and a hazard on the left, then answer each control on the right with **Yes**, **No** or **N/A**. Answered controls turn green (Yes), pink (No) or grey (N/A). ◆ marks a control that limits how severe the outcome can be. Every answer is saved as you make it – there is no save button.

If you cannot tell yet, press **Not sure – come back to it** and note what you need to check. Flagged controls are collected on the Overview. **Next unanswered** → always takes you to the next gap.



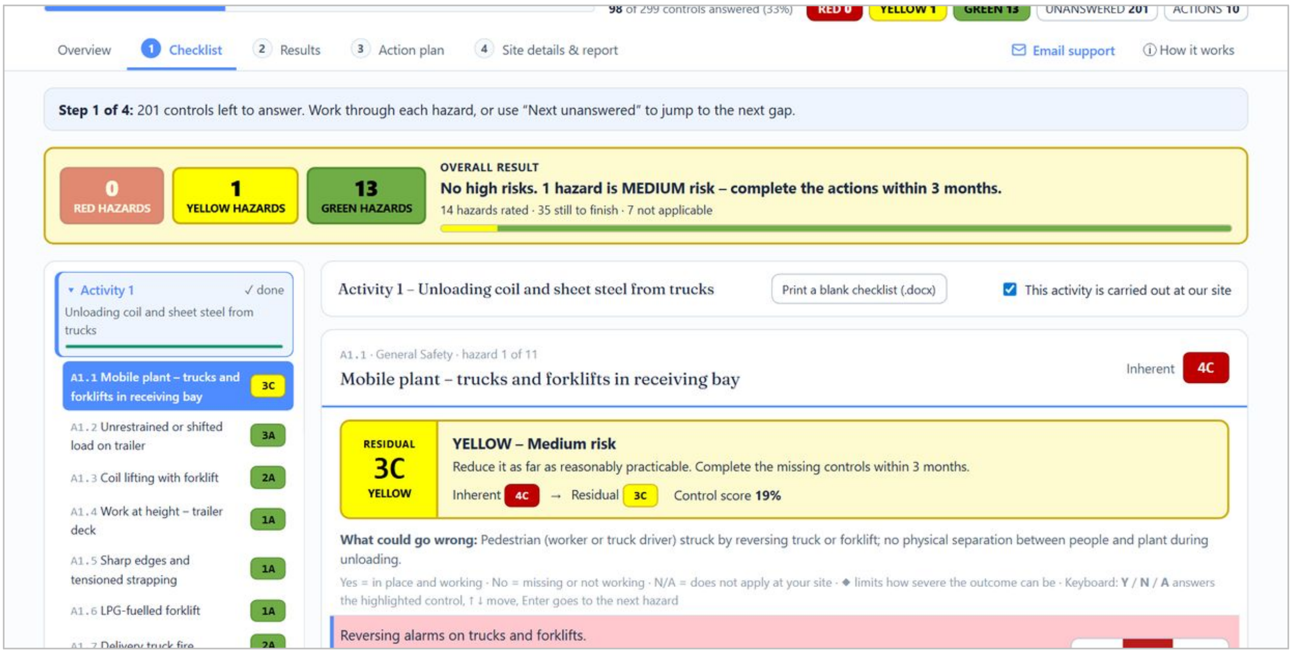
The Checklist. Left: activities and hazards with what is left. Top: progress, the red / yellow / green counts and "Next unanswered".



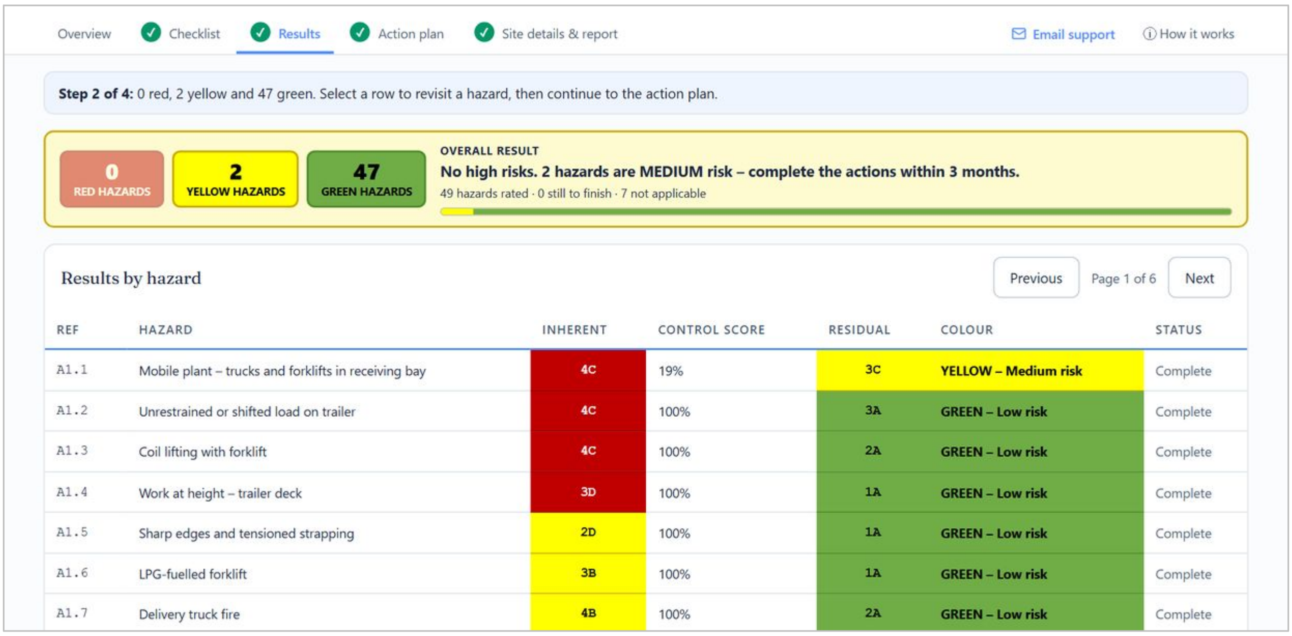
Answering controls, with one flagged "Come back to this" and a note. A hazard shows no result until every one of its controls is answered.

Step 4 – Check your results

As soon as all of a hazard's controls are answered, its banner shows the **residual risk** – the risk that remains with your controls as they really are – next to the inherent risk it started from, and the control score. Tab **2 Results** lists every hazard; select a row to go back to it.



A finished hazard: residual risk 3C, YELLOW, down from an inherent 4C. The list on the left shows each finished hazard's result.

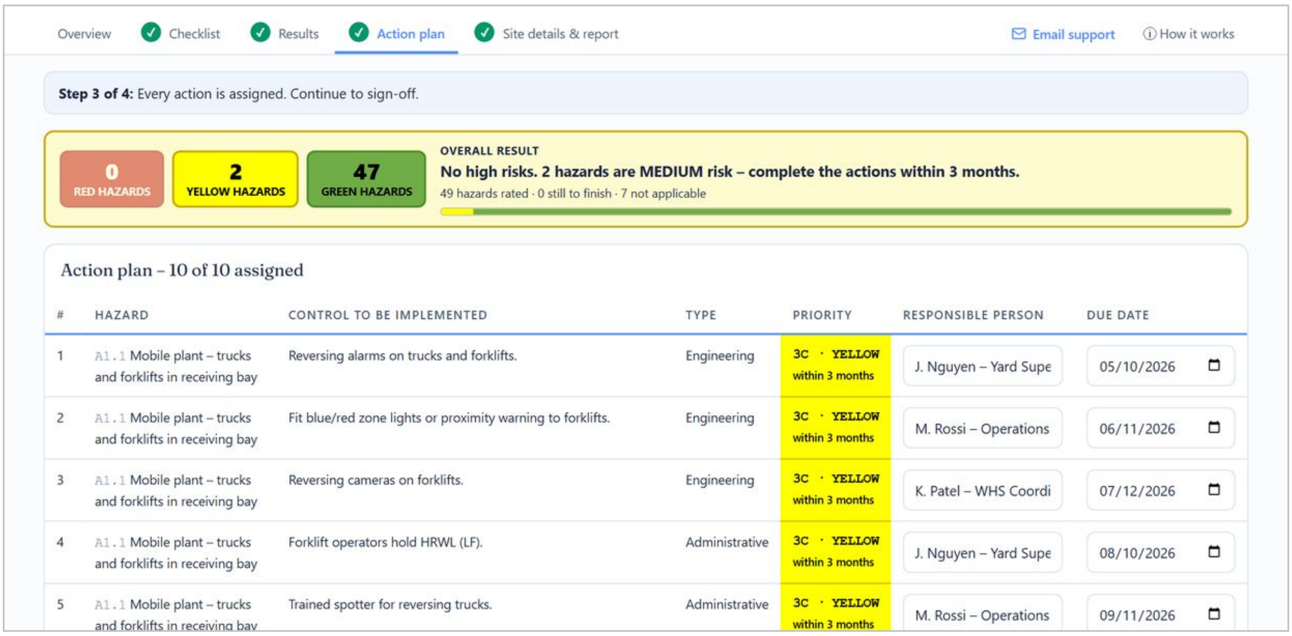


REF	HAZARD	INHERENT	CONTROL SCORE	RESIDUAL	COLOUR	STATUS
A1.1	Mobile plant – trucks and forklifts in receiving bay	4C	19%	3C	YELLOW – Medium risk	Complete
A1.2	Unrestrained or shifted load on trailer	4C	100%	3A	GREEN – Low risk	Complete
A1.3	Coil lifting with forklift	4C	100%	2A	GREEN – Low risk	Complete
A1.4	Work at height – trailer deck	3D	100%	1A	GREEN – Low risk	Complete
A1.5	Sharp edges and tensioned strapping	2D	100%	1A	GREEN – Low risk	Complete
A1.6	LPG-fuelled forklift	3B	100%	1A	GREEN – Low risk	Complete
A1.7	Delivery truck fire	4B	100%	2A	GREEN – Low risk	Complete

Results: inherent risk, control score, residual risk and colour for every hazard.

Step 5 – Assign the actions

Tab **3 Action plan** lists every control you answered No, most urgent first: red hazards before yellow before green, and the most effective controls first within each. Type a **responsible person** and a **due date** for each – they print in your report. To remove an action, put the control in place and change its answer to Yes.



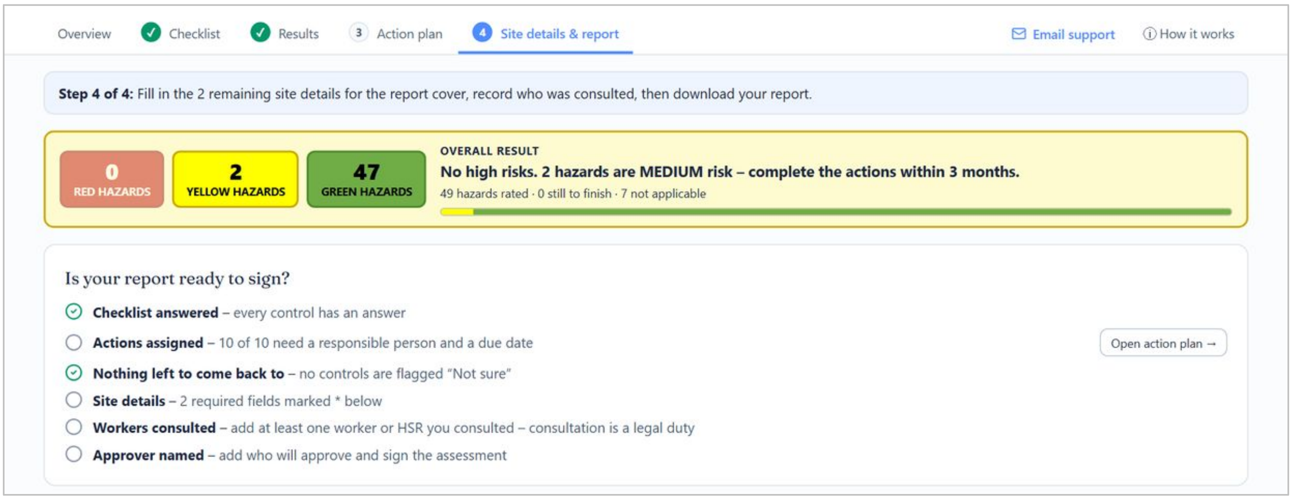
The Action Plan, with owners and due dates.

Step 6 – Add your site details, download, print and sign

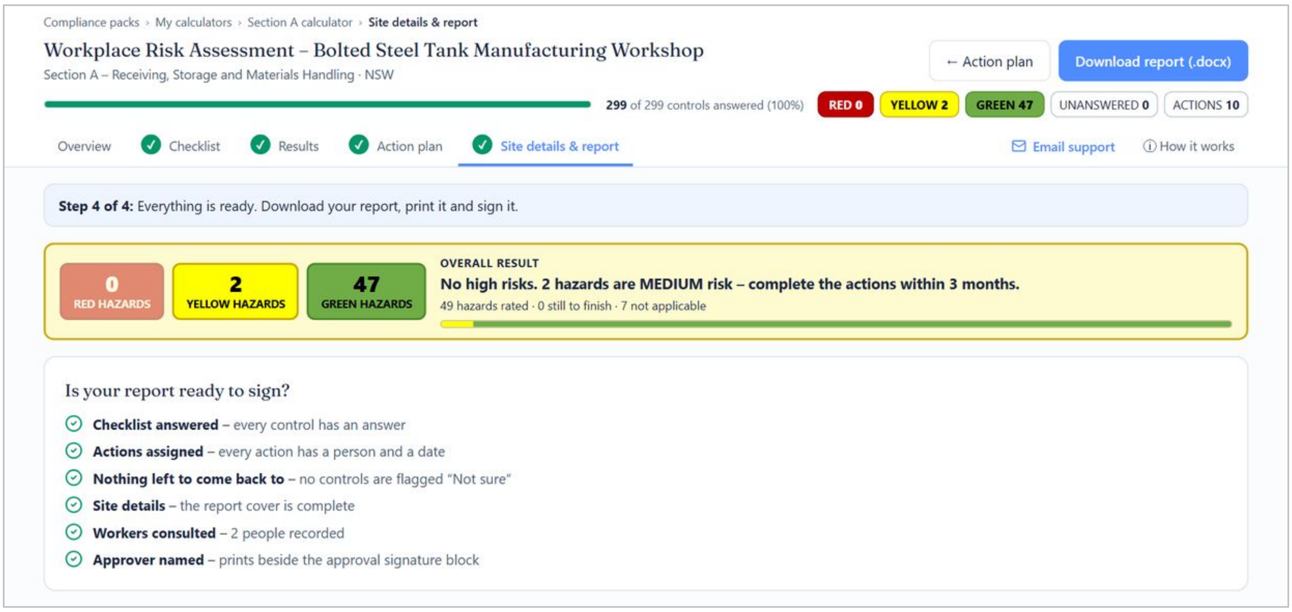
Tab **4 Site details & report** starts with **"Is your report ready to sign?"** – a list of anything still missing, each with a button that takes you to it. Fill in your business details, the workers and Health and Safety Representatives you consulted, who approves the assessment, and any additional hazards you found on site.

Then press **Download report (.docx)**. Word may open it in Protected View – press Enable Editing. Print it, have the assessor and the approver sign it, and keep it with your safety records. A report downloaded while controls are still unanswered is marked DRAFT – do not sign a draft.

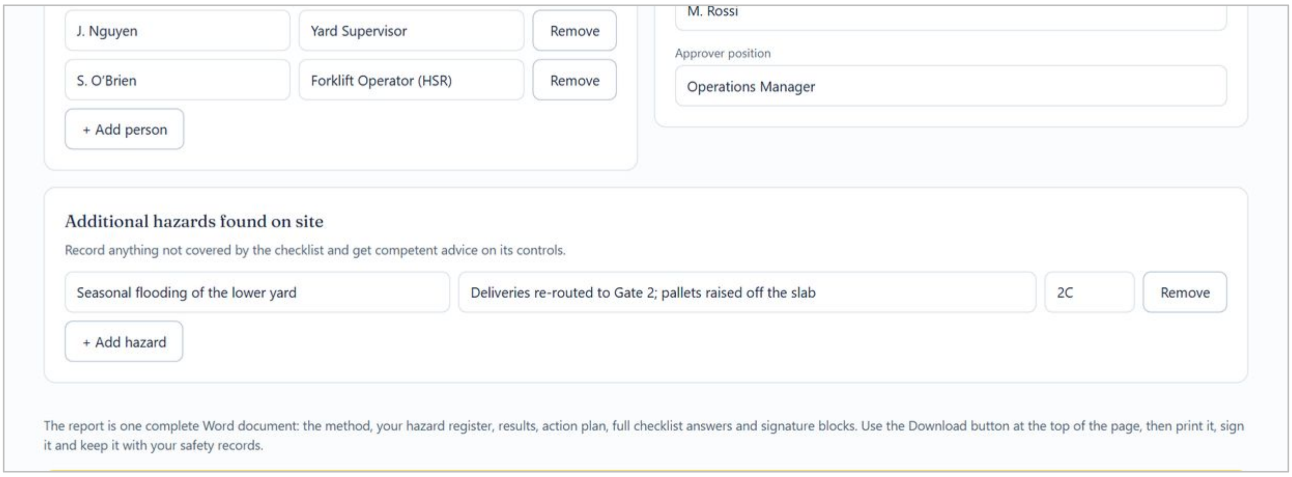
If you own more than one section, "Copy from Section …" fills in the business details you have already typed (never the dates).



Before it is complete: the readiness list shows what is missing, with a button to fix each item.



Everything ticked. “Download report (.docx)” is at the top right.



Report history: every report you download is kept and can be downloaded again exactly as issued, and an earlier set of answers can be restored.

Step 7 – Review

At least every 12 months, and after any incident, change of plant or process, or request from a Health and Safety Representative: sign in, change only the answers that have changed, download a new report and sign it. To start a fresh assessment, use **Reset section** on the Overview – a copy of your answers is kept in Report history first.

4. Reading your results

RED	High risk. Not acceptable – stop the task or put controls in place before the work continues.
YELLOW	Medium risk. Reduce it as far as reasonably practicable – complete the missing controls within 3 months.
GREEN	Low risk. Keep the existing controls working and check them at every review.

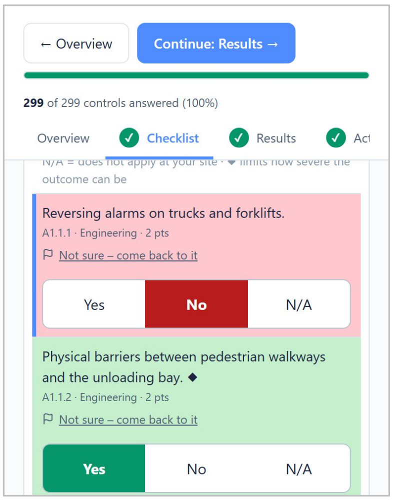
- **A code such as 4C** is severity (1 minor to 5 catastrophic) and likelihood (A rare to E almost certain). Inherent risk is the rating with no controls; residual risk is what is left with your answers.
- **Control score %** is the points for controls in place, divided by the points for all controls that apply. Stronger kinds of control earn more: Elimination 4, Substitution 3, Engineering 2, Administrative 1, PPE 1. N/A is left out, so it never lowers your score.
- **Why a hazard can stay yellow with everything in place.** Most controls make harm less likely. Only controls marked ◆ make the outcome less severe, and severity can drop by two levels at most. A hazard that could kill

or permanently injure can therefore stay yellow – that is the method being honest about the hazard, not an error.

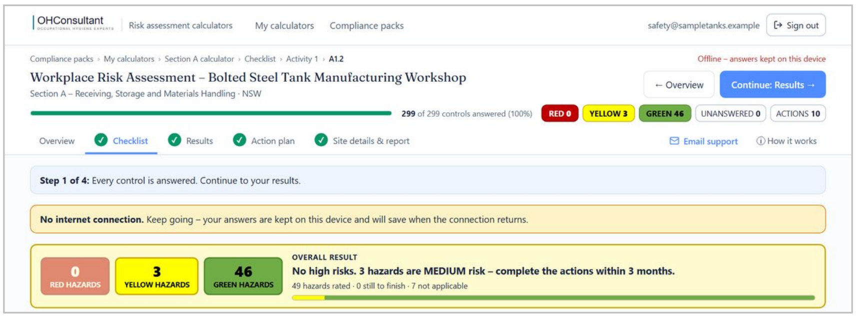
- **The Action Plan** lists every missing control, most urgent and most effective first. Physical (engineering) controls usually reduce risk the most.

5. On the workshop floor

- **Phone or tablet:** the checklist has full-width Yes / No / N/A buttons. **Computer:** the keys Y, N and A answer the highlighted control, ↑ ↓ move, and Enter goes to the next hazard.
- **No signal?** Keep going. Answers are kept on the device and saved when the connection returns. You need a connection to sign in and to download the report.
- **Stop any time.** Sign in again on any device and “Resume where I left off” takes you to the next unanswered control.



The checklist on a phone.



Working without a connection: the notice at the top, and “Offline – answers kept on this device”.

6. Common questions

It says no purchase was found for my login.	You are signed in with a different email address from the one used at checkout, or the address is not yet verified. Choose “Sign in with a different email” and use the checkout address.
Someone else paid, or the checkout email has a typo.	Email info@ohconsultant.com.au from the address you want to use, with the payment receipt attached, and we will move the access to it.
Can a colleague complete it?	A purchase opens the calculator for one login – the checkout email. Walk the floor together, or have a supervisor mark up the blank Word checklist and enter the answers under that login.
A hazard shows no result.	Some of its controls are still unanswered. “Next unanswered” takes you to them; the result appears when the last one is answered.
A control doesn't apply to us.	Answer N/A – it is left out of your score and your Action Plan. If a whole activity is not done at your site, untick the activity instead. Do not use N/A for a control that applies but is not in place: that is a No.
We found a hazard that isn't listed.	Record it under 'Additional hazards found on site' on tab 4 and get competent advice on its controls.
We changed an answer after printing.	Download the report again, print it and sign the new copy. The earlier one stays in Report history.
Do I need Excel or any other software?	No. You need a web browser, and Microsoft Word (or any program that opens .docx files, such as Word for the web, Google Docs or LibreOffice) to print the report.
I need help.	Use “Email support” at the top of any screen, or write to info@ohconsultant.com.au. Tell us the section and the screen you are on.

Important
This is a generic assessment for a typical bolted steel tank workshop. Some items (for example exposure monitoring, noise surveys and plant or racking inspections) must be carried out by a competent person such as an occupational hygienist or a licensed inspector.