



D A M S T R A

Remove Risk  
Assessment

Safety



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# Remove Risk Assessment Introduction

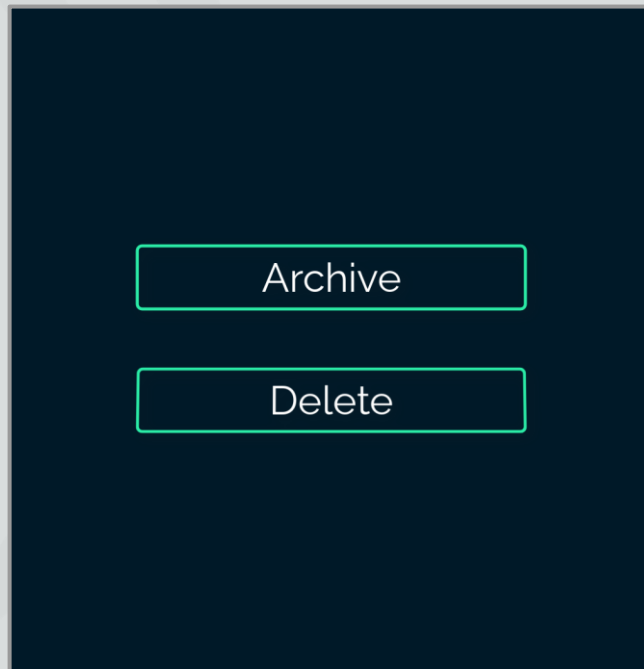
There are two available methods for removing an item from the Risk Assessment Register:

## Archive

- removes the item from the active register but keeps a copy of the data should it be required in the future
- can be undone if required
- is the recommended method of removing a risk item from your system.

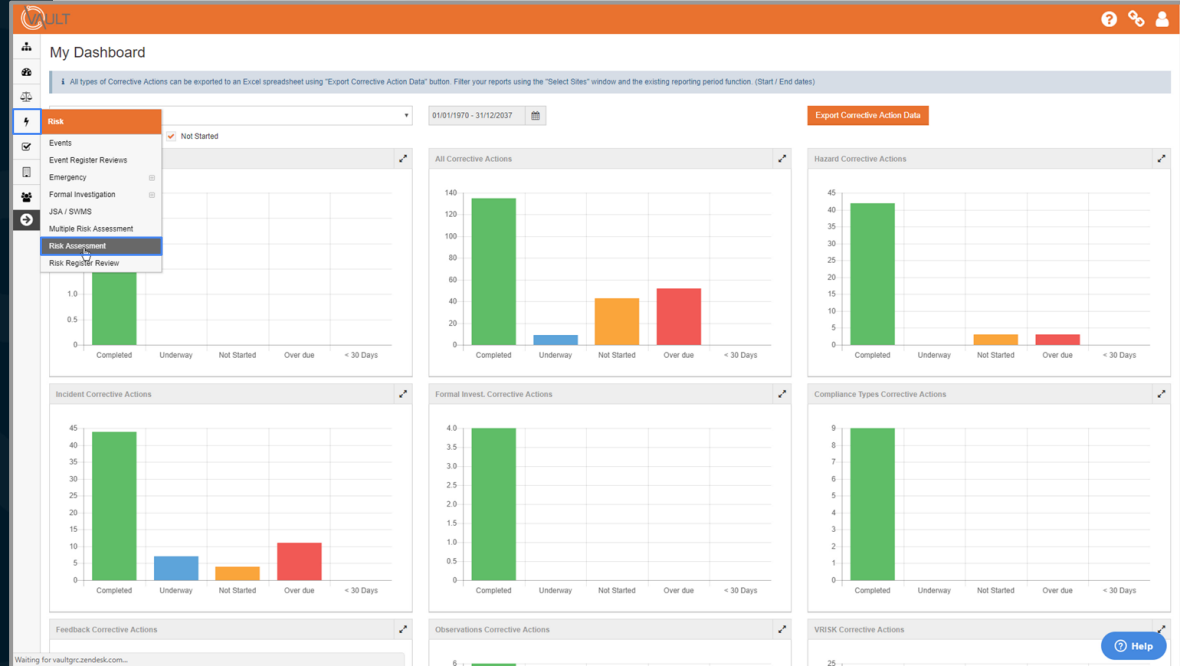
## Delete

- removes the item and all of its associated data.
- should only be used for items that have been added in error



# Remove Risk Assessment Risk Assessment

Begin at the *Risk Assessment Register*, which is found under *Risk* in the Menu Bar.

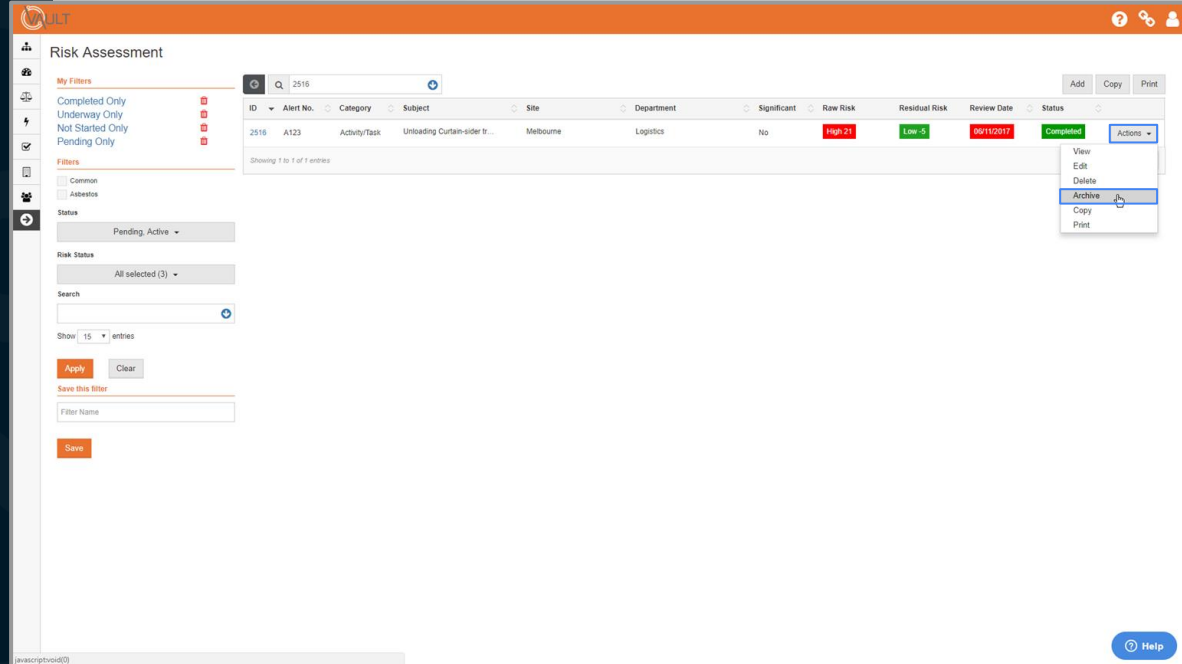


# Remove Risk Assessment Archive Item

To archive an item, first **locate** it in the Risk Assessment Register, then **click** 'Actions', then 'Archive'.

The item is now removed from the Active Register.

**Note** that only Completed items can be archived.



The screenshot displays the 'Risk Assessment' interface. On the left, there is a sidebar with 'My Filters' (Completed Only, Underway Only, Not Started Only, Pending Only) and 'Filters' (Common, Asbestos). The main area shows a table with columns: ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, and Status. A table row is visible with ID 2516, Alert No. A123, Category Activity/Task, Subject Unloading Curtain-sider tr..., Site Melbourne, Department Logistics, Significant No, Raw Risk High 21, Residual Risk Low-5, Review Date 09/11/2017, and Status Completed. An 'Actions' dropdown menu is open over the 'Completed' status, showing options: View, Edit, Delete, Archive (highlighted), Copy, and Print. Below the table, there are controls for 'Status' (Pending, Active), 'Risk Status' (All selected (3)), and a search field. At the bottom, there are 'Apply', 'Clear', 'Save this filter', and 'Save' buttons.

ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status
2516	A123	Activity/Task	Unloading Curtain-sider tr...	Melbourne	Logistics	No	High 21	Low-5	09/11/2017	Completed

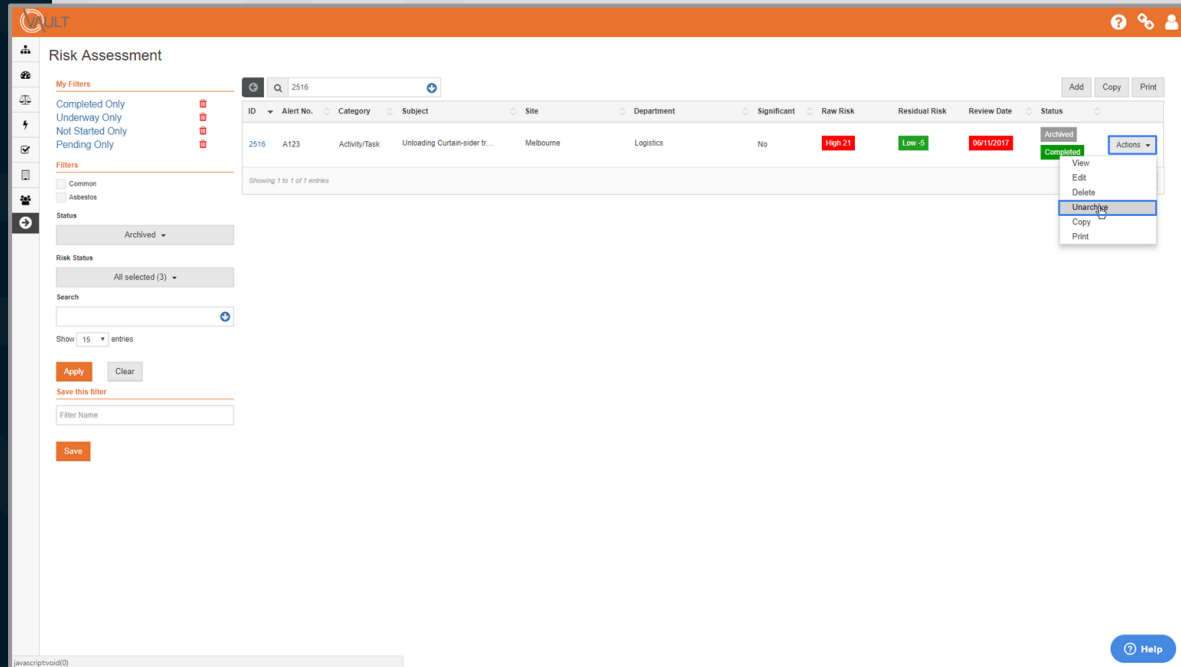
# Remove Risk Assessment Unarchive Item

To restore an archived item, **search** the register for archived items by **clicking** the 'Status' button, then **click** the 'Archived' checkbox to include items of this status in search results.

**Enter** the *Risk ID* or part of the subject in order to find a specific item, or leave this blank to find all archived items.

Once the right item has been found, **click** 'Actions', then 'Unarchive'.

The item is now restored as an active Risk Assessment item.



The screenshot displays the IULT Risk Assessment interface. On the left, there is a sidebar with a 'Status' filter set to 'Archived'. The main area shows a table with one entry:

ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status	Actions
2516	A123	Activity/Task	Unloading Curtain-sider tr...	Melbourne	Logistics	No	High 21	Low 5	30/11/2017	Archived	<ul style="list-style-type: none"><li>View</li><li>Edit</li><li>Delete</li><li>Unarchive</li><li>Copy</li><li>Print</li></ul>

Below the table, there are buttons for 'Apply', 'Clear', 'Save this filter', and 'Save'. A 'Help' button is located in the bottom right corner.

# Remove Risk Assessment Delete Item

To permanently delete an item, **click 'Actions', then 'Delete'.**

The screenshot displays the 'Risk Assessment' interface. On the left, there are filter options for 'My Filters' (Completed Only, Underway Only, Not Started Only, Pending Only), 'Filters' (Common, Asbestos), and 'Status' (Pending, Active). The main area contains a table with columns: ID, Alert No., Category, Subject, Site, Department, Significant, Raw Risk, Residual Risk, Review Date, Status, and Actions. The table lists 13 items. The 'Actions' column for the second item (ID 2549) is highlighted, and the 'Delete' option is visible in the dropdown menu.

ID	Alert No.	Category	Subject	Site	Department	Significant	Raw Risk	Residual Risk	Review Date	Status	Actions
2552		Site	Slippery floor tiles	Adelaide Payroll		No	Significant 15	Low-1	19/12/2018	Completed	Actions
2549		Activity/Task	Thermal exhaust port unpr...	ABC Industries Australia		No	Significant 15	Low-1		Not Started	Actions
2548		Site	Slippery floor tiles	Christchurch IT		No	Significant 15	Low-1	19/12/2018	Completed	View Edit
2543		Site	Boxes stacked in Archive ...	Sydney Warehouse		No	High 20	Low-4	22/11/2018	Completed	Delete
2541		Site	Very loud machinery in p...	Christchurch Warehouse		No	High 20	Low-1	20/10/2018	Completed	Archive Copy Print
2520		Activity/Task	Lifting heavy boxes	New Forest	Finance	Yes	High 22	Moderate -12	10/08/2018	Completed	Actions
2519	1	Plant	Uneven flooring to loadn...	New Forest	OO Unit 1	No	Significant 17	0 - Eliminated		Underway	Actions
2518	AE247	Plant	Unloading Curtain Sided ...	Balarat	Warehousing	No	Significant 15	Low-5	29/11/2017	Completed	Actions
2517	AE 567	Substance	Asbestos in wall linings	Balarat	Maintenance / Farm Equip...	No	High 22	Low-2	17/01/2019	Completed	Actions
2516	A123	Activity/Task	Unloading Curtain-sider Ir...	Melbourne	Logistics	No	High 21	Low-0	06/11/2017	Completed	Actions
1452	123	Activity/Task	Fork Lifts -Loading and U...	Geebung		Yes	High 21	0 - Eliminated	28/09/2014	Not Started	Actions
1450	BM445	Activity/Task	Unloading curtain sider	New Forest		No	Moderate 9	0 - Eliminated	28/03/2015	Not Started	Actions
118	AE334	Plant	Tractor power Take-off En...	Balarat	Maintenance / Farm Equip...	Yes	High 22	Moderate-11	25/07/2019	Completed	Actions

