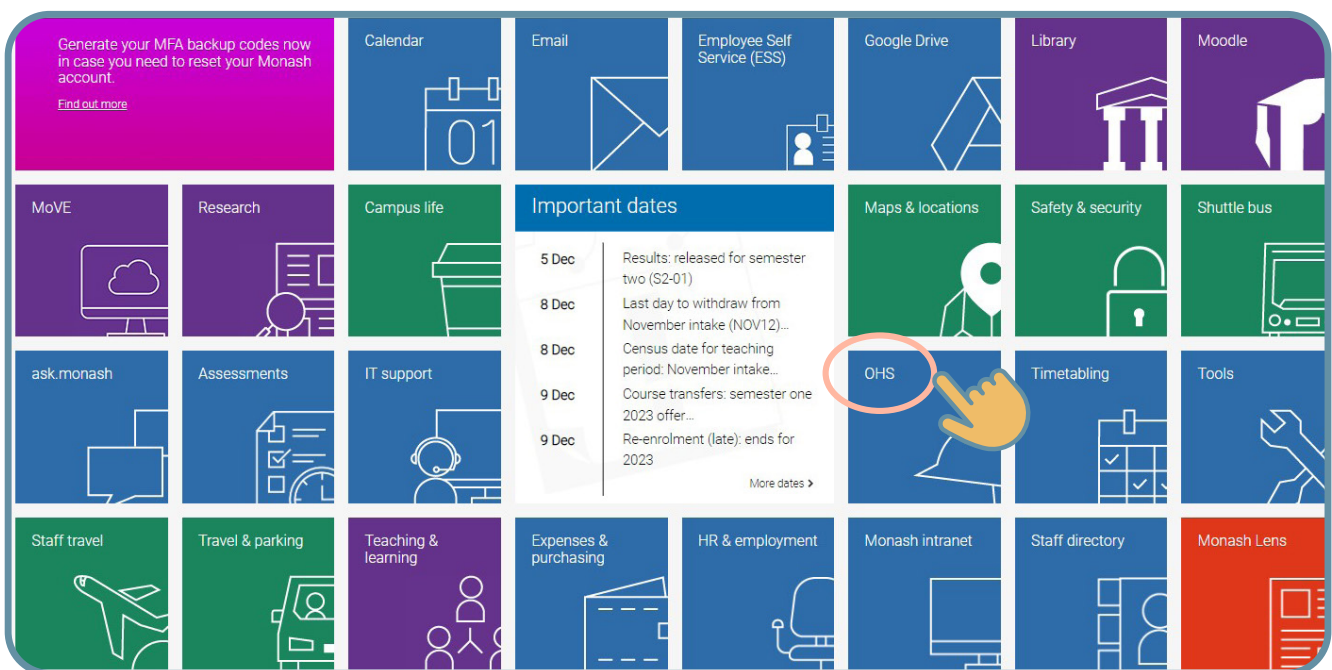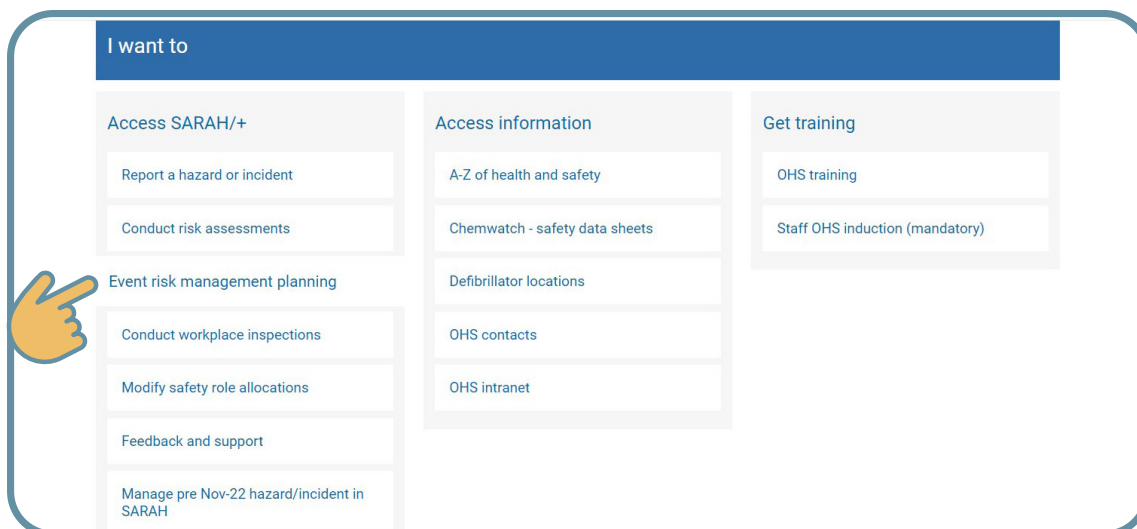# Entering a S.A.R.A.H

Introduction:

The Event Risk Management Module has been designed to record health and safety planning of events, off campus activities and research projects. Each page of the ERMP assists users through important OHS requirements such as a communications plan, itinerary, emergency contacts. You can also utilise risk assessments already prepared by the University on common tasks or link your plan to risk assessments from the WHS Risk Register Module. The plan can only be seen by you as the Risk Owner, the Risk Approver and anyone you invite to see it. Your plan is submitted to the ERMP approver for review and approval.

Method:

Step 1. **Go to your my.monash home page and select the OHS tile (or for HDR students select the HELP tile)**

Step 2. **Select the "Event Risk Management Planning" from the list**

Entering a S.A.R.A.H......

Step 3. To create a new event plan select the New Tab at the top of the screen. Page 1 of the ERMP will be displayed.

Step 4. Answer the questions on pages 1-5 where relevant, selecting the next arrow on the top menu to proceed to the following page.

Page 1 includes the following:

- **Event Risk Management Plan name**
- **Event Risk Management Plan Description** (Give enough description for the Risk Approver to understand the scope of the event and level of risk.)
- **Event Risk Management Plan Dates** (Proposed date of departure and return)
- **Event Risk Management Plan types** (Digital event, major Off campus Event > 3000 people, Off-Campus event, On campus event, Other, Research Project)
- **Event Risk Management Plan Approver** (List the name of the person who has authority to approve the RA)
- **Communications person** (Nominated campus representative who will be contactable for welfare checks and reporting your status)
- **Please respond** (Verification that you have agreed on a communications plan with your communications person E.g. call in Morning, midday and evening at agreed times.)

Example 1: Information entered into page 1 of the ERMP online tool.

Entering a S.A.R.A.H......

Step 5. Enter information into page 2 of the Event Risk Management Plan

Enter all activities undertaken. Use the drop down selection in the activities table to identify any activities listed that may be relevant to your off campus activity. For every activity you select you will notice that the Risk Assessments table below will become populated with relevant risk assessments that have already been created and approved by the University OHS Manager. These risk assessments detail the specific minimum requirements set by Monash University for that activity. A list of all centrally managed risk assessments are available on the **OHS website**.

Selecting Risk Assessments from the WHS Risk Register.

You can search for risk assessments that have been created in the WHS Risk Register Module that are relevant for your event and attach them to your plan. (Select: *Find Risk Assessment*) E.g. A risk assessment that details how you will conduct sample collection or conduct other testing whilst in the field or specifically for use of a local area vehicle.

Creating New Risk Assessments in the WHS Risk Register.

You can also select the Create Risk Assessment tab, which will take you to the WHS Risk Register and enable you to create a new RA that once approved can be added to your ERMP by selecting the Find Risk Assessment tab.

•   Go to the next page by selecting the next arrow at the top of the page

Example 2. Page 2 of the ERMP online tool.

Entering a S.A.R.A.H......

IMPORTANT! You must read and understand the content of the risk assessments selected and acknowledge that you will comply with the minimum requirements listed. (Tick the box)

Please Respond

☑ I have spoken to the nominated Communication Person and we have agreed on the Communications Plan for this Event Risk Management Plan.

Step 6. Enter details of those participating in the off campus activity on page 3 of the ERMP.

Note: It is **not mandatory** to enter the personal contact details of the participants and emergency contacts in the ERMP if the communications person or another authorised person has been provided with this information prior to the off campus activity being conducted.

Example 3. Page 3 of the ERMP online tool.

Entering a S.A.R.A.H......

Cancel | Previous | Next | Draft | Add Class | Sample | Help

Event Risk Management Plan

Event Risk Management Plan Leader

Name: Elise Redmond

Email: Elise.Redmond@monash.ed

Phone Number:

The person authorised to lead the Event Risk Management Plan.

Business Unit: Monash Student Union MONSU Peninsula

Emergency Contact:

Contact Number:

First Aider

Add a First Aider

Name | Email | Phone Number | Emergency Contact | Contact Number

---

First Aider

Name | Email | Phone Number | Emergency Contact | Contact Number

Participants

Name	Extended Role	Employee ID	Email	Phone Number	Emergency Contact	Contact Number	Activities
	-- Select a Role --					
	-- Select a Role --					
	-- Select a Role --					

Indicate if any of the participants have a safety role

You can select what activities, you identified on page 2, each participant will be involved in.

Total Number of Participants

Minimum number of participants:

Maximum number of participants:

The minimum and maximum number of participants informs the ERMP Approver that there are limitations to numbers attending.

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Entering a S.A.R.A.H......

Step 7. Enter the Off Campus activity
Example 4. Example information on page 4 of the ERMP

Step 8. Enter information about the mode of transportation on page 5 of the ERMP. Also add notes and attach any other important information relevant to the off campus activity.
Example 5. Example information entered into page 5 of the ERMP.

Entering a S.A.R.A.H......

Step 9. Save your ERMP into by selecting the Draft button at top of the menu tab. Your plan will then be saved into your My Drafts folder. You can revisit you plan and make updates at any time, remember to save the changes! When ready for consultation with your risk assessment team, select the Peer Review Icon command and select your team members. They will receive an email that they have a Risk Assessment to review. Use the icons in the command menu. See description of commands table for more information.

Example 6. Example of listing of the ERMP in the My Drafts folder.

DESCRIPTION OF COMMANDS:

View ERMP – To open and read the ERMP

Clone ERMP –You can make a copy of the ERMP which will be sent to your "My Drafts" folder in the ERMP Module.

PEER Review – You can select members of the risk assessment team to review the ERMP.

Delete – You can delete your ERMP

View Communication Plan- As prepared in the ERMP. (You can add more information if needed as an attachment or in the notes section)

Print ERP

Review Notes – You can read feedback on the ERMP and see who has accessed the ERMP.

Invite others to see the ERMP, such as the participants with safety roles.

Step 10. Finalisation of the ERMP

Once your plan has been reviewed and updated, you can submit it to your ERMP Approver by proceeding to page 6 and following instructions. If approved your ERMP will be listed in the ERMP register. If rejected it will be returned to your "My Drafts" folder for review.