



Training Guide

HAZARDS & RISKS



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Assigning Access Levels

Before users can attempt to manage the hazard and risk register for your organisation they must be assigned the correct access levels. Follow the steps below to assign the access levels:

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Filter the **Personnel** screen according to your requirements.
 - Enter filter criteria in the text-box and click [Filter].
 - Select a value from the **Department** drop-down list to view personnel located in a particular department.
 - Select a value from the **Base** drop-down list to view personnel located in a particular base location.
 - Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.
- Step 3. Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.
- Step 4. Select 'Access Levels' from the **Personnel Profile** pane.
- Step 5. Click [Edit].
- Step 6. Select the following tick boxes associated with the relevant access levels:
 - **Safety Reporting > Hazard Register > View All**
 - **Safety Reporting > Hazard Register Administration > Modify All**
 - **Safety Reporting > Hazard Register Tasks > Modify All**

Access Level	Description
Hazard Register	The Hazard Register access level enables users to access the hazard register. Without this access, the hazard register is disabled for users. Access to read and write to specific areas in the hazard register is controlled through the access permissions inside the register.
Hazard Register Administration	The Hazard Register Administration access level enables users to change hazard area permissions in the hazard register and administer the setup of the hazard register.
Hazard Register Tasks	The Hazard Register Tasks access level enabled users to access the task register.

- Step 7. Click [OK].

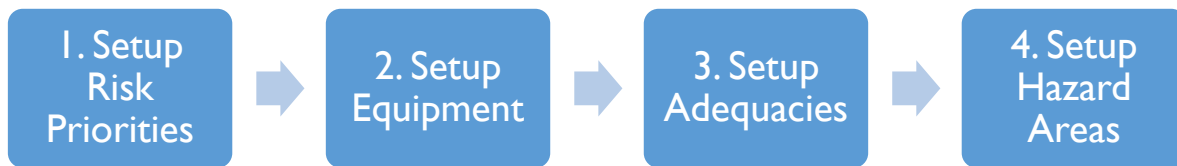
Setting Up Hazard Register Options

Air Maestro contains a hazard register which allows you to record the identified hazards and risks in your organisation and the control measures which have been implemented to mitigate these risks.

Access to the hazard register is controlled through a permission based system and you may grant individuals permission to only view hazards in particular areas/departments.

To use the hazard register module effectively, you must first setup the risk priorities, equipment, adequacies, areas and reviewers according to your organisation's requirements.

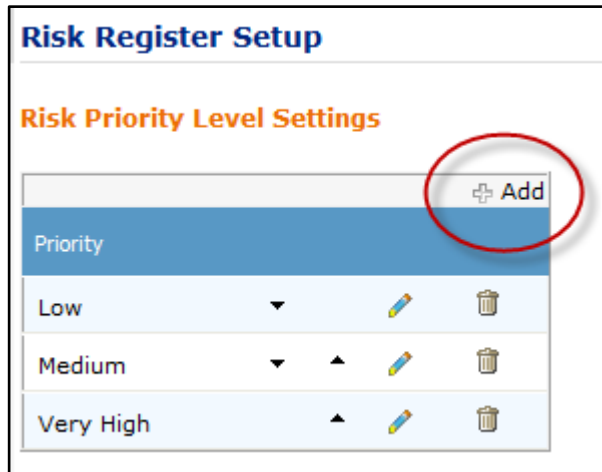
The process for setting up your organisation's hazard register requires four stages.



Setting Up Risk Priorities

Step 1. Select **Safety > Setup > Hazard Register**. The **Hazard Register Setup** screen is displayed.

Step 2. Select [+Add] in the **Risk Priority Level Settings** pane.

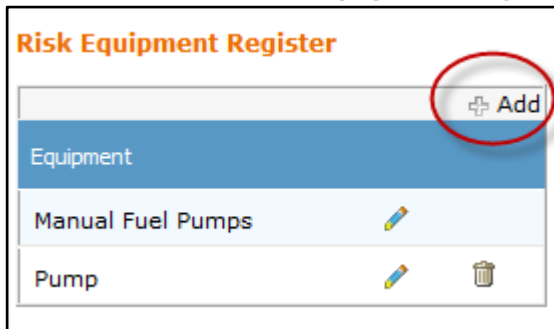


Step 3. Enter the new risk priority in the text box and click [✓].

Step 4. Repeat **Steps 2-4** for all additional risk priorities.

Setting Up Risk Equipment Register

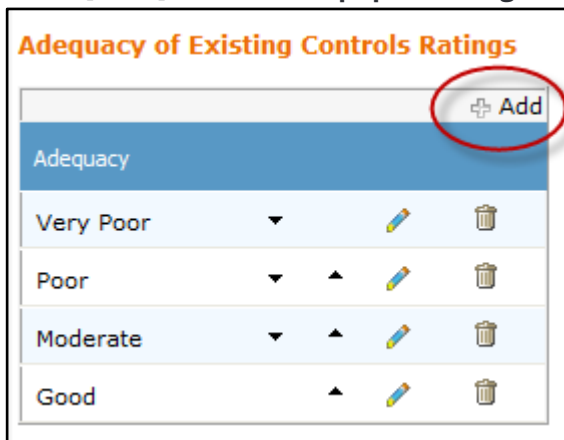
- Step 1. Select **Safety > Setup > Hazard Register**. The **Hazard Register Setup** screen is displayed.
- Step 2. Select [+Add] in the **Risk Equipment Register** pane.



- Step 3. Enter the new risk priority in the text box and click [✓].
- Step 4. Repeat **Steps 2-4** for all additional risk priorities.

Setting Up Adequacy of Existing Controls

- Step 1. Select **Safety > Setup > Hazard Register**. The **Hazard Register Setup** screen is displayed.
- Step 2. Select [+Add] in the **Risk Equipment Register** pane.



- Step 3. Enter the new risk priority in the text box and click [✓].
- Step 4. Repeat **Steps 2-4** for all additional risk priorities.

Setting Up Adequacy of Existing Controls

- Step 1. Select **Safety > Setup > Hazard Register**. The **Hazard Register Setup** screen is displayed.
- Step 2. Right-click on any item in the **Audit / Hazard Areas** tree and select **Add Hazard Area**. The **Create New Hazard Area** dialog box is displayed.
- Step 3. Enter the name of the new risk area in the **Hazard Area Name** field.
- Step 4. Click [Create]. The tree is updated with the new category.

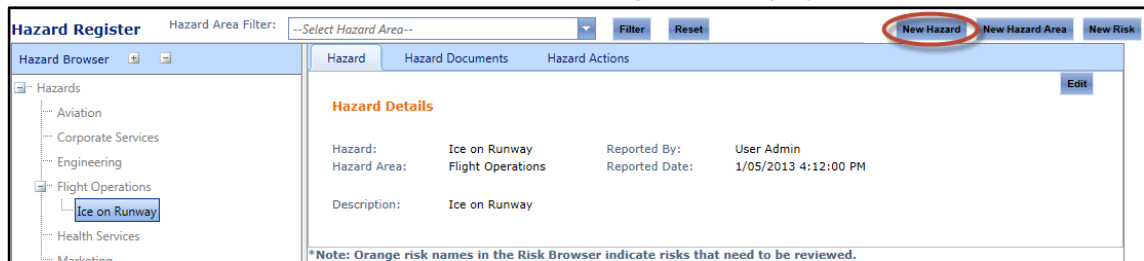


To change the order and grouping of the area, click the required area and drag it to the required location.

Creating Hazard Profiles

Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.

Step 2. Click [New Hazard]. The **Create New Hazard** dialog box is displayed.



Step 3. Complete the hazard details as required.

Field	Description
Hazard	Enter the name for the hazard.
Hazard Area	Select the area/department applicable for the hazard.
Description	Enter the hazard details.

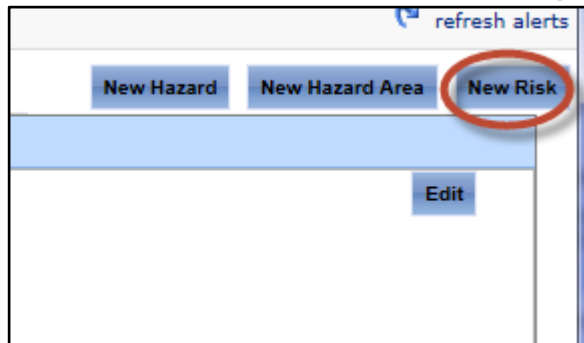
Step 4. Click [Create]. The **Hazard Documents** and **Hazard Actions** tabs are displayed.

Step 5. Upload the relevant hazard documents in the **Hazard Documents** tab if required.

Step 6. Create actions relevant to the hazard in the **Hazard Actions** tab if required.

Assigning Risk Controls to Hazards

- Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.
- Step 2. Click on the required hazard in the **Hazard Browser** pane. The **Hazard Details** tab is displayed.
- Step 3. Click [New Risk]. The **Create New Risk** dialog box is displayed.

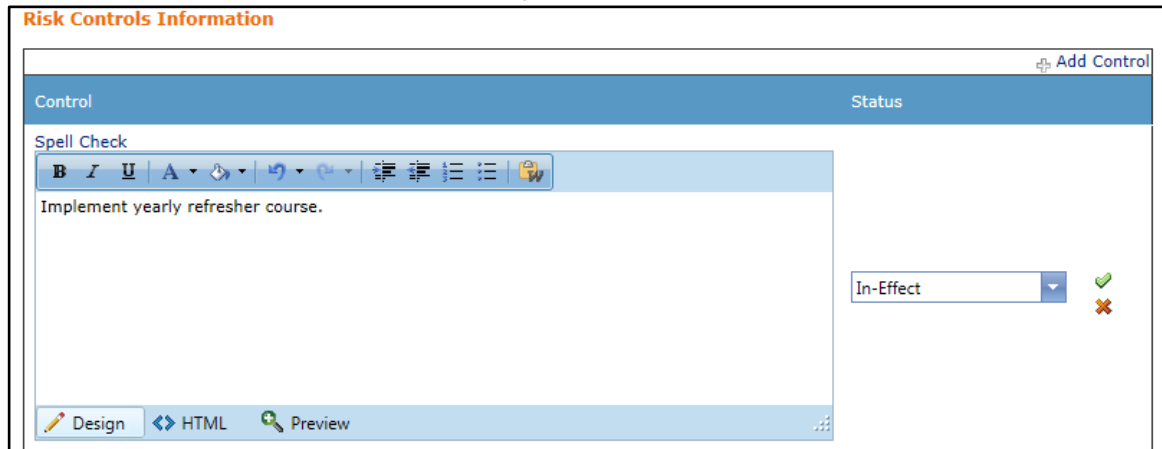


- Step 4. Complete the risk details as required.

Field	Description
Risk Name	Enter the name for the risk.
Likelihood	Select the likelihood for the risk.
Consequence	Select the consequence for the risk.
Risk Index	This field is automatically populated based on the selections you make in the Consequence and Likelihood drop-down list and is based on your organisation's risk matrix setup.
Adequacy of Existing Controls	Select the option which best describes the effectiveness of the existing risk controls.
Risk Priority	Select the relevant risk priority.
Risk Owners	Select the personnel responsible for the risk.
Equipment	Click [Add/Remove Equipment] to link relevant equipment to this risk profile.

- Step 5. Click [Create]. The **Risk Details, Risk Controls, Risk Review, Risk Documents, and Risk Actions** tabs are displayed.
- Step 6. Select the **Risk Controls** tab.
- Step 7. Click [Edit].
- Step 8. Click [+Add Control].
- Step 9. Enter the risk control in the text box.

Step 10. Select the risk control status from the drop-down list.



Step 11. Click [✓].

Step 12. Repeat **Steps 12-15** to add additional controls.

Step 13. Click [Update]. The **Risk Controls** tab is updated with the new control(s).

Step 14. Select the **Risk Review** tab.

Step 15. Click [+New Risk Review].

Step 16. Complete the **Likelihood**, **Consequences**, and **Comments** fields for the risk.

Step 17. Click [Insert].

Step 18. Upload the relevant risk documents in the **Risk Documents** tab if required.

Step 19. Create actions relevant to the risk in the **Risk Actions** tab if required.

Reviewing Risks

- Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.
- Step 2. Click on the required hazard in the **Hazard Browser** pane. The **Hazard Details** tab is displayed.
- Step 3. Click on the required risk. The **Risk Details, Risk Controls, Risk Review, Risk Documents,** and **Risk Actions** tabs are displayed.



- Step 4. Select the **Risk Review** tab.
- Step 5. Click [Edit].
- Step 6. Complete the risk review details as required.

Field	Description
Likelihood of event re-occurring	Select the reviewed likelihood for the risk.
Consequences of event	Select the reviewed consequence for the risk.
Risk Index	This field is automatically populated based on the selections you make in the Reviewed Consequence and Reviewed Likelihood drop-down list and is based on your organisation's risk matrix setup.

- Step 7. Click [Update]. The **Risk Review** tab is updated with the new review.

Identified Risk	Risk Controls	Risk Review
<p>Risk Review</p> <p>Review By: Aleks Banas Review Date: 20/01/2012</p> <p>*Likelihood of event re-occurring: Unlikely (Could occur at some time.) *Consequences of event: Minor (First aid treatment required, medium financial loss.) Risk Index: Low</p> <p>Note: Orange risk names in the Risk Browser indicate risks that need to be reviewed.</p>		

Assigning Risk Controls to Hazards

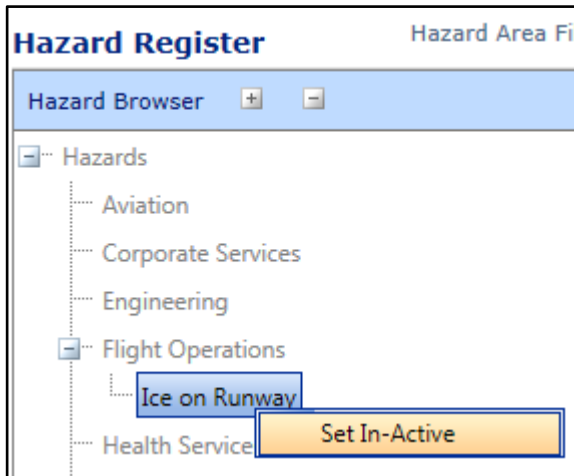
- Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.
- Step 2. Right-click on **'Hazards'** in the **Hazard Browser** pane.



- Step 3. Select **'Display All Hazard Risks'**. The contents of the hazard and risk register and the **Print** dialog box are displayed in a new window.
- Step 4. Click [Print] in the **Print** dialog box to send the output to your printer.

Disabling Hazards

- Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.
- Step 2. Right-click on the required hazard in the **Hazard Browser** pane.



- Step 3. Select **'Set In-Active'**. The hazard profile is hidden in the **Hazard Browser** pane.



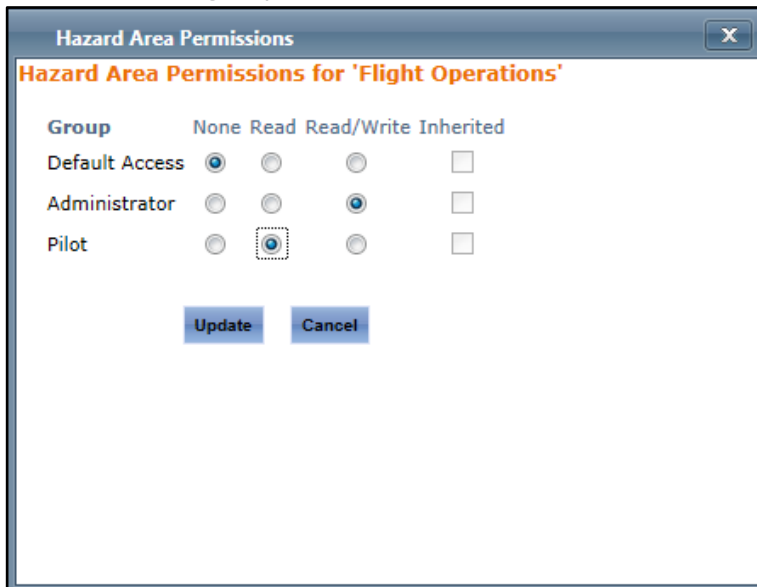
To reactivate a hazard profile you must have access to the **Hazard Register Setup** area. Select **Safety > Setup > Hazard Register** and scroll to the **Audit/Hazard Areas** pane. Right-click on the inactive hazard profile and select **'Set Active'**.

Assigning Permissions to Hazard Profiles

Permission to the hazard register can be controlled via access level templates. Access level templates can be created in Air Maestro® and applied in the document library and hazard register.

Permissions to the areas in the hazard register are inherited from the top level 'Hazards' node. If you wish to setup uniform access to hazard profiles in the hazard register, you will only need to set the permissions for the 'Hazard' node and all other areas will inherit those permissions. If you wish to overwrite the inherited permissions for specific areas (for example, an engineering or administration only area), you will also need to set the permissions on that specific node.

- Step 1. Select **Safety > Hazard Register > Hazards**. The **Hazard Register** screen is displayed.
- Step 2. Browser to the required area in the left pane of the **Hazard Browser**.
- Step 3. Right-click on the required area and click [Hazard Area Permissions]. The **Hazard Area Permissions** dialog box is displayed. This dialog box lists all the access templates that are used within your company. To see which users belong to a particular template, hover your mouse over the group name.



If you wish to alter the access templates refer to the **Access Templates** training guide.

- Step 4. Select the required radio button for each group in your company to assign the required permissions.

Field	Description
None	Prevents the selected group from accessing risks in this area.
Read	Allows read-only access for the selected group to this area.
Read/Write	Allows both read and write access for the selected group to this area.

- Step 5. Click [Update].

Assigning Risk Controls to Hazards

- Step 1. Select **Safety > Hazard Register > Tasks**. The **Task Register** screen is displayed.
- Step 2. Click [+ Add Task]. The **Task Profile** tab is displayed.
- Step 3. Complete the task details as required.

Field	Description
Task Name	Enter the name of the task.
Task Description	Enter a description of the task.
Task Effective Period	Select the dates the task is expected to be conducted.
Location	Enter the applicable location for the task.
Crew	Enter the crew assigned to the task.
Aircraft Type	Select the aircraft assigned to the task.
Activity	Enter the primary details of the task.
Objective	Enter the objectives of the task.
Procedure List	Create any relevant procedures for the task.
Equipment	Assign any relevant equipment for the task.
Conclusion	Enter the task conclusion.
Task Assessor	This field is automatically populated with your name.
Task Reviewer	Select the user who is responsible for reviewing the task profile.

- Step 4. Assign the relevant hazards and risks to the task profile, by typing the name of the hazard and risk in the drop-down list.
- Step 5. Click [Create].
- Step 6. Select the **Task Hazard Risks** tab and review the hazards and risks you assigned to the task. To alter the assigned hazards and risk, you must modify the **Task Profile** tab.
- Step 7. Select the **Task Actions** tab.
- Step 8. Click [+Add Action] to assign an action for the task profile.
- Step 9. Complete the action details as required.

Field	Description
Action From	Select the name of the user from whom the action is required.
Due Date	Select the date the response is required from the user.
Status	Select the current status of the action request.
Action Type	Select the category that best describes the action which is required.
Cause Category	Select the applicable cause category.
Cause Note	Enter a cause note.
Action Required	Enter the action required from the user.

- Step 10. Click [OK] to save the action.
- Step 11. Click [Add Action] to continue assigning task actions, or click [Create] to conclude the action assignment.