

Upload a hard copy audit / inspection into Riskware

A hardcopy Workplace Inspection template is available on the ECU WHS Website below:

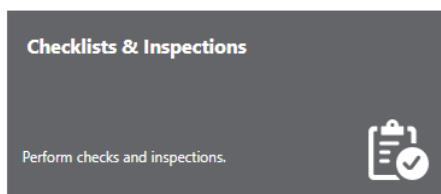
<https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/workplace-inspections>



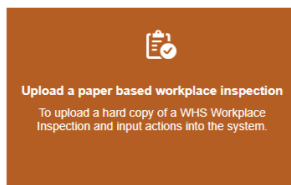
After completing a hard copy inspection, it must be uploaded into Riskware to assign actions and maintain records. Please ensure the hard copy is signed off / approved by the relevant area Manager first.

Scheduling a new Audit / Inspection

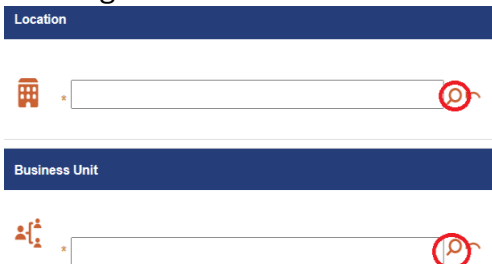
1. Navigate to the Checklists and Inspections tile from the [Riskware home page](#)



2. Click "Upload a paper based workplace inspection"



3. Click the 'search' buttons next to the location and business unit to select the location the inspection was conducted, and the relevant Business Unit / School or Centre. Please ensure to drill down beyond the 'campus' level and specify the building / level etc



Location

Business Unit

4. Click on "Next" at the top of the page.



- Upload your hard copy inspection by clicking “Attach” at the top of the page.



- Add any team members that participated in the inspection (this may just be a single person) by clicking the magnifying glass / search button

Enter or select the Checklist / Inspection Team Members

- Confirm the start and end date of the inspection

Enter the Actual Start and End Date for the Checklist / Inspection

* Actual Start Date:

* Actual End Date:

- Add any comments related to the completion of the inspection

Inspection Comments or Summary - add any comments regarding the inspection that has been uploaded

- Indicate whether any actions were identified during the inspection by ticking yes or no

i Are there any hazards noted on the workplace inspection that require corrective actions?

☒ Yes
☐ No
☐ N/A

Findings/Observations

Trip hazard was identified on the staircase, worn out treading.

- if yes is ticked and actions are required, input the actions in the ‘action item’ section with a person responsible and due date. Additional actions can be added with the + button indicated in green, creating a new action line item.

Action Item	Person Responsible	% Completed
Lodge maintenance request regarding trip hazard on the stairs	Benjamin KNOX	100%
Due Date	28/03/2025	Date Completed
Due Date	28/03/2025	28/03/2025
+		
		0%
Due Date		
Due Date		

- Click “Submit” once all actions and information have been entered. Actions will be assigned to the selected individuals who will receive email notifications.

