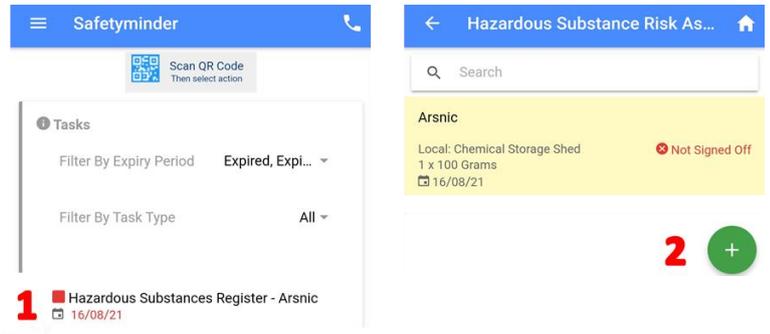On the Home Page:
1. Clicking on the Task will open it ready for completion.

2. Click ➕ from the Hazardous Substance Risk Assessment register to create a new entry.

3. The current Date will populate or come through from the web.

4. Select the Substance.

5. Select the Measurement Type.

6. Fill in the container size.

7. Complete the quantaty stored in this location.

8. Status will populate with Current.

9. Select or complete the fields for Safework Australia Classification, Poisons Schedule, Signal Word, Hazchem No, UN No, Class, Subsidiary Class – these are all optional, see notes below.
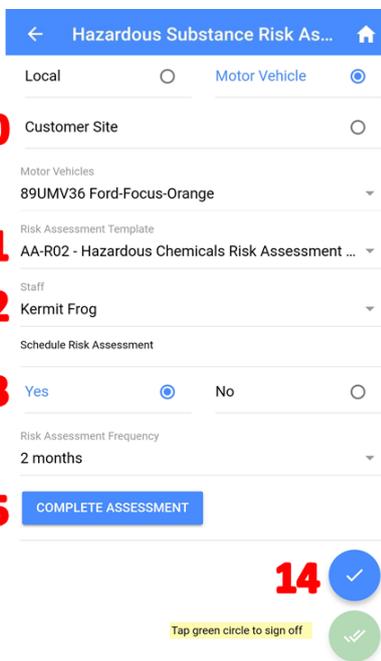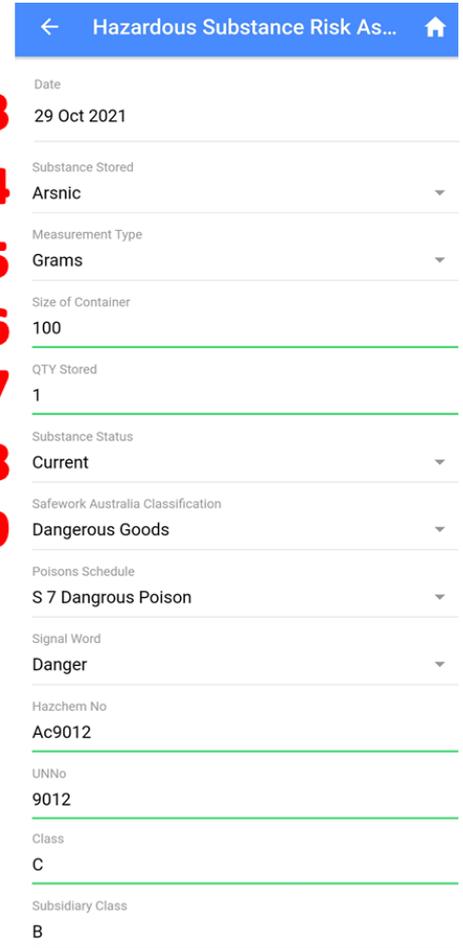
10. Select the Location Type – see Notes for options.

11. Select the Risk Assement Template.

12. Staff will populate with your name, change if the form needs to be completed by someone else.

13. Schedule Risk Assessments, select as required. When Yes is selected choose the frequency they need to be completed.

14. At this stage you can click ✓ and exit the task to complete it later or assign to another staff member.

15. Click **COMPLETE ASSESSMENT** to fill in the form.

16. Fill in the Form and click **COMPLETE** when finishted.

17. Click to save & return. This allows you to come back and put more data into the form at a later date.

18. Click to sign off the task, which will remove it from the mobile app.

NOTES:

- Location Types:

1. Local – select from the list. These are created in the web app.

2. Motor Vehicle – populates with P&E with asset type Motor Vehicle

3. Customer Site – select the appropriate details.

- If you are using Smart Forms for the Risk Assessments you will need to make sure that the fields in step #9 are completed, so they will populate the form.