



Risk Rating





How do we improve on our OHS? Where do we currently stand? The unique Risk Ratings system for Smart OHS

Smart OHS™ uses a unique *Risk Rating* function which allows you to view ‘at a glance’ exactly how you rate with OHS at your workplace.

The *Risk Rating* scores are from 1 – 5 and 5 would mean that there is little or no commitment to improving OHS within the workplace whatsoever. Users may gain a highest possible *Risk Rating* score of ‘1’, which means essentially that they are doing everything they can to be proactive about OHS in the workplace.

Risk Rating scores are calculated daily, but you will only see change in *Risk Rating* score after one month of either strong commitment or weak commitment to OHS (as evidenced by use of the **Smart OHS™** system).

Please see the below table for an explanation of those Risk Rating scores and anecdotes about what you can do to improve your score and thus, your OHS.

If you would like to view your history, including any tasks that are due, please go to your Member Area section of Smart OHS, and then select ‘MY HISTORY’.

From there you will be able to click over any overdue/current tasks and complete them now. This will go a long way to improving your *Risk Rating* score.

Risk Rating score	What a Smart OHS user needs to do to achieve this Risk Rating score	How can the Smart OHS user improve OHS/Risk Rating score?
1	<ul style="list-style-type: none"> • There has been 2 or more logins for that month • One workplace inspection • 1 Record (update of OHS Policy and Procedures Manuals or similar) are uploaded into the OHS Documentation and Records/Manuals section of the system each year • Four Quarterly OHS Documentation and Training Reviews per year are completed • All tasks/risk assessments are completed by the due date 	<p>You are well conversant with OHS and do much to improve your OHS performance.</p> <p>Stay committed to continuous improvement and continue to respond to and follow the Smart OHS email reminders to complete necessary tasks when they fall due and you will retain your Risk Rating score of '1' over time.</p>
2	<ul style="list-style-type: none"> • There has been 2 logins for that month • A workplace inspection form has been completed that month • 1 Record (update of OHS Policy and Procedures Manuals or similar) is uploaded into the OHS Documentation and Records/Manuals section of the system each year • Two Quarterly OHS Documentation and Training Reviews completed per year • Member has no urgent Tasks pending 	<p>You are almost a Risk Rating score of '1' user and you are committed to improving OHS within the workplace.</p> <p>To improve, you'll need to complete at least one Quarterly Documentation and Training Review when requested (in Smart OHS email reminders) and login each time requested. If you do this, your Risk Rating score should improve to a '1' within the next three months.</p>
3	<ul style="list-style-type: none"> • One login for that month • One workplace inspection form completed in past three months • 1 Record (update of OHS Policy and Procedures Manuals or similar) are uploaded into the OHS Documentation and Records/Manuals section of the system each year • One Quarterly OHS Documentation and Training Review completed in past year • Member has some urgent tasks to complete 	<p>You are doing quite well, but could improve. You'll need to commit to performing at least one workplace inspection per month (as you have been prompted to undertake in your Smart OHS email reminders) and commit to performing at least one Quarterly Documentation and Training Review every three months.</p> <p>You will also need to complete your Urgent Tasks immediately.</p>
4	<ul style="list-style-type: none"> • Has not logged in to Smart OHS in over one month • A workplace inspection at form completed in last six months • Zero Records (update of OHS Policy and Procedures Manuals or similar) are uploaded into the OHS Documentation and Records/Manuals section of the system that year • Has not yet completed and recorded a Quarterly OHS Documentation and Training Review • Has urgent tasks to complete 	<p>You really need to improve on your commitment and execution of OHS within the workplace (unless you have just joined, then you will need to stay committed and you will improve over time).</p> <p>You'll need to commit to performing at least one workplace inspection per month (as you have been prompted to undertake in your Smart OHS email reminders) and commit to performing at least one Quarterly Documentation and Training Review every three months.</p> <p>You will also need to complete your Urgent Tasks immediately.</p>
5	<p>Your organisation has either just started using the Smart OHS system or has used the system very little and has not completed tasks when they are due, or submitted any forms or documents.</p> <p>If you have been signed up to Smart OHS for over three months, you should seek assistance to improve your OHS immediately and/or start following the email reminders which will guide you on how to improve you OHS and your Risk Rating score.</p>	<p>You need to contact your Insurer immediately and/or start following the instructions contained within the email reminders to improve your OHS – it appears that there is little commitment here (if you have just started with Smart OHS, don't worry – your Risk Rating score will improve over time so long as you follow the Smart OHS email reminders to complete tasks when they fall due).</p>