

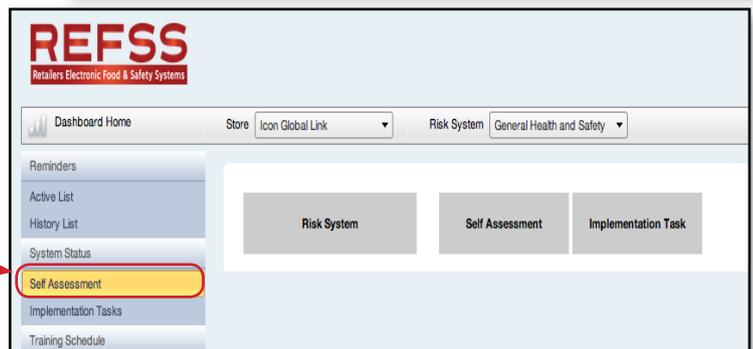
1. Login to your REFSS Dashboard via <http://www.refss.com.au/login.html>
Enter the Username and Password provided in your account confirmation email and then Select login.

It is not necessary to achieve a high percentage rating for your initial self-assessment. It is there to provide your business with a baseline score of compliance at this time. It will also help to highlight any current gaps in your procedures which will be addressed when you implement your systems.

The risk assessment will be conducted annually, which will provide you with evidence of continuous improvement

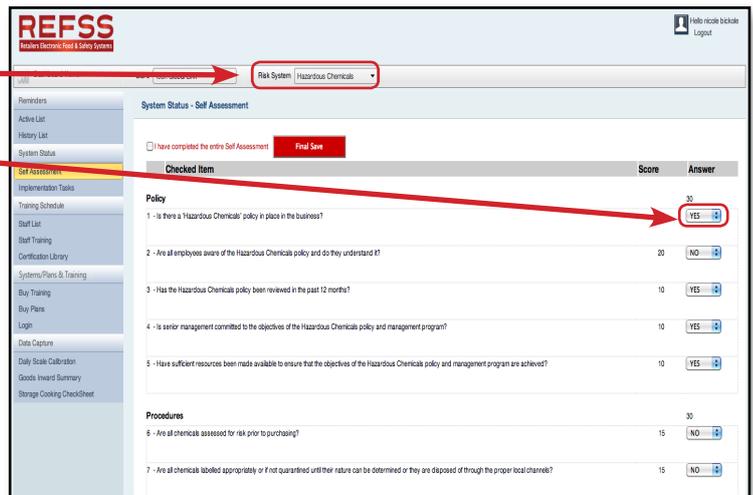


2. Once logged in, select 'Self-Assessment' from the left navigation and select the risk area you are going to work on from the top drop down area (eg Hazardous Chemicals)

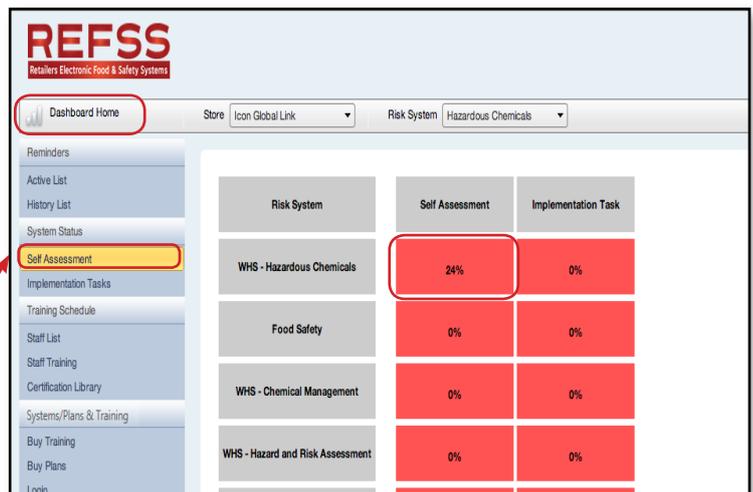


3. Read through the questions and choose 'YES' from the drop down box if it is appropriate for your business. If you are currently not covering that area of compliance, leave the answer as 'NO'.

Your answers will auto save as you go which allows you to come back to any unanswered questions at a later time. (Hint – you may need to check some of the questions with managers, owners or others in the business in order to be able to answer all questions).



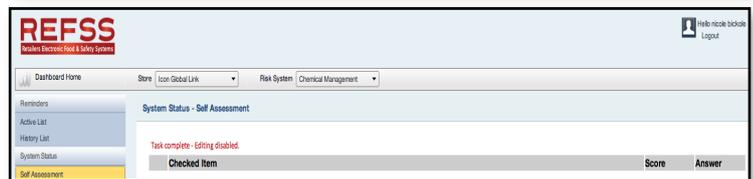
4. Throughout your risk assessment you can select the 'Dashboard Home' button to check the progress of your risk assessment. As you can see the questions we have answered within the 'Hazardous Chemical' risk assessment has achieved a score of 24% compliance. Click 'Self Assessment' in the left hand navigation to return to answering the questions.



5. Continue to answer the questions and as you do so you can click on the 'Dashboard Home' button to check on your progress. If you have met 85% compliance, the button in the relevant self-assessment column will turn amber and if you were 100% the button would turn green. As was mentioned in step 1, you are not expected to be fully compliant at this stage.

Risk System	Self Assessment	Implementation Task
WHS - Hazardous Chemicals	90%	4%
Food Safety	95%	0%
WHS - Hazard and Risk Assessment	96%	0%
WHS - Bullying and Harassment	100%	0%
WHS - Manual Handling	89%	0%

6. When you have completed all questions click on 'Final Save' (Please note you will not be able to make any changes after clicking final save as this will archive your results for future reference). Ensure you have answered all questions correctly before hitting 'Final Save'. You will note it now says task complete and editing disabled.



[Click Dashboard Home](#) to return to the 'Dashboard'.

7. You will receive a reminder to complete the self-assessment again in 12 months to demonstrate the improvements you have made.

Risk assessments can be completed more frequently upon request in which case you will need to contact **Tech Support** on **1300 309 053**.

You are now ready to start on implementing your system by going to:
Step 2 - Customising your System Documents