How to Record a Risk Evaluation in the Knox Thomas PUWER App

Overview

Use a risk evaluation to record and score a hazard identified during a PUWER checklist, then document a suggested control and the post-control risk rating.

Getting Started

- Open the relevant PUWER checklist for the asset you are assessing (e.g., a pillar drill).
- Navigate to the regulation section and the question where the issue is identified.

Step-by-Step: Create a Risk Evaluation from a Noncompliance

1. **Identify the noncompliance in the PUWER checklist.**
    - Go to the relevant checklist question (example: Regulation for suitability of work equipment, Question 4.6: “Is general housekeeping adequate?”).
    - If the answer is not compliant, select **No** to register a noncompliance.
2. **Open the Add a Risk Evaluation section.**
    - Scroll to the bottom of the checklist page.
    - In **Add a risk evaluation**, tap/click **New**.
    - This opens the **Risk Evaluation** page.
3. **Complete the Noncompliance Reference.**
    - Enter a reference that will be meaningful when reviewing later.
    - Recommended format: **Question number + short summary**.
    - Example: **4.6 General housekeeping**.
4. **Select the sub-machine (if applicable).**

- If you are assessing a **production line**, select the relevant sub-machine the risk evaluation applies to.
- If you are assessing a **single machine**, leave this field blank.

5. **Add supporting details (as needed).**

   - Add a **photo** of the hazard (optional but recommended).
   - Enter a fuller **description of the hazard**.
   - Select the hazard **category** (example: **Environmental**).

6. **Complete the pre-control scoring.**

   - Select the **Severity** of harm.
   - Select the **Probability** of occurrence.
   - Use **View definitions** to open the table explaining each category.
   - Confirm the automatically calculated **overall hazard risk rating**.

   Example used in the video (for demonstration only): Severity = **Low**, Probability = **Medium**.

7. **Proceed to control suggestion.**

   - Tap/click **Next** to open the control screen.
   - Enter a suggested **control** (example: “Tidy up”).

8. **Set the post-control risk rating.**

   - Use **View definitions** if you need guidance on scoring.
   - Select the expected **Severity** after the control is implemented.
   - Select the expected **Probability** after the control is implemented.
   - Review the automatically updated **overall risk rating**.

   Example used in the video: Severity remains **Low**, Probability reduces from **Medium** to **Low**, reducing overall risk to **Negligible**.

9. **Save the risk evaluation.**

   - Tap/click **Save** to store the risk evaluation.
   - You will be returned to the PUWER checklist at the point you left off.

10. **Continue the checklist.**

    - Carry on answering the remaining PUWER checklist questions.
    - Confirm the risk evaluation now appears as added to the project.

Key Features Mentioned

- **Noncompliance linking:** Create a risk evaluation directly after selecting **No** on a checklist question.
- **Meaningful reference:** Use a clear identifier (e.g., question number + brief summary) to support traceability.
- **Optional evidence:** Attach photos and add detailed hazard descriptions.
- **Category selection:** Classify hazards (e.g., Environmental).
- **Pre- and post-control scoring:** Record risk before and after controls to show risk reduction.
- **Definitions support:** Use **View definitions** for scoring guidance.
- **Auto-calculated risk rating:** Overall risk updates automatically based on severity and probability selections.

Notes and Good Practice

- Use controls that are specific and actionable; short placeholders (e.g., “Tidy up”) should be expanded in real assessments.
- Ensure the post-control rating reflects the expected change after the control is implemented.
- References based on checklist question numbers help auditors and teams trace the origin of each risk evaluation.