Workplace Risk Assessment System (WRAS) Approver Guide

This user guide provides a step by step walkthrough for approvers on the use of WRAS.

Please contact the Office of Health and Safety at:

phs@ntu.edu.sg

if you have any queries with regards to the system or encounter any technical issues.

Note:

All individuals are to conduct his / her own risk assessment(s) according to the activities that are being carried out.

Risk assessment is **NOT** a team based exercise in SPMS

(1) Submitted Risk Assessment for Approval

The approver will receive the following message from NTU Application Mail in his / her email inbox for approving

Click on the link provided to view the submitted risk assessment
Upon clicking on the link, the approver will be guided to the page as shown below where he / she has the option to either approve or reject the submitted risk assessment.

(1a) Rejecting a Submitted Risk Assessment

Click on the [Reject] option to reject a submitted risk assessment. Input comments to provide reason for rejection.
(1b) Approving a Submitted Risk Assessment

Click on the [Approve] option to approve a submitted risk assessment. The approver has the option to input comments.