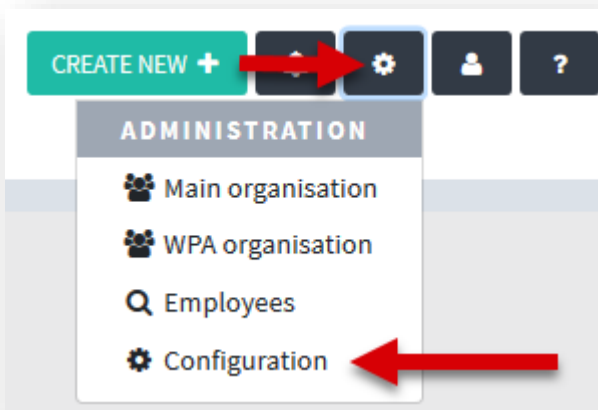
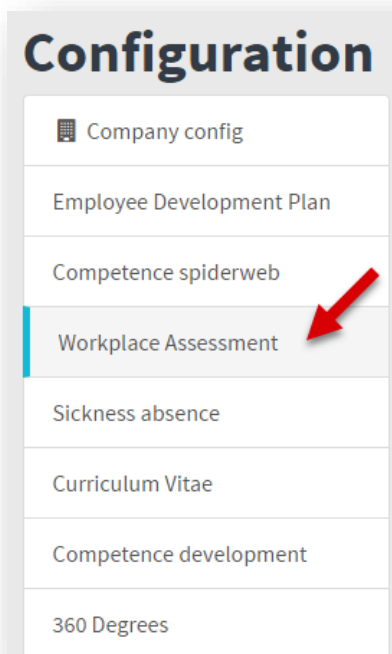


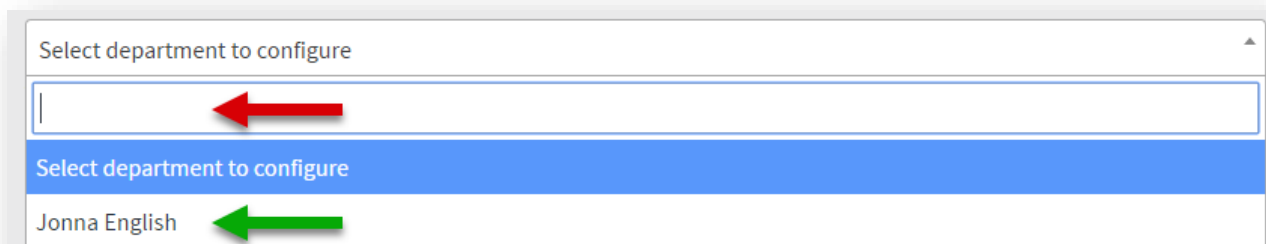
WPA – Priority of agreements and risk assessments



1. Select 'Main configuration'



2. Select 'Workplace Assessment'



3. Search for the department that you wish to edit (red arrow) and select it from the list (green arrow)

Task priority labels

Set names for task priorities in this module. When first started translating, please translate everything in these boxes

| Priority A | Priority B | Priority C |
|--|--|--|
|  <input type="text"/> |  <input type="text"/> |  <input type="text"/> |
|  Very important  |  Important |  Less important  |
| <small>Last saved 2017-03-24 11:17:09 UTC</small> | <small>Last saved 2017-03-24 11:17:27 UTC</small> | <small>Last saved 2017-03-24 11:18:01 UTC</small> |


Workplace risk assessment interval

Describe each value

| Often | Once in a while | Rarely |
|--|--|--|
|  <input type="text"/> |  <input type="text"/> |  <input type="text"/> |
|  <input type="text"/> |  <input type="text"/> |  <input type="text"/> |
| <small>Last saved 2017-01-03 12:52:22 UTC</small> | <small>Last saved 2017-01-03 12:52:22 UTC</small> | <small>Last saved 2017-01-03 12:52:22 UTC</small> |

Workplace risk assessment severity

Describe each value

| Not serious | Serious | Very serious |
|--|--|--|
|  <input type="text"/> |  <input type="text"/> |  <input type="text"/> |
|  <input type="text"/> |  <input type="text"/> |  <input type="text"/> |
| <small>Last saved 2017-01-03 12:52:22 UTC</small> | <small>Last saved 2017-01-03 12:52:22 UTC</small> | <small>Last saved 2017-01-03 12:52:22 UTC</small> |

- The system is born with these three groups and the bold text (green arrow). You can change this by writing a different text (red arrow). In several languages if necessary.

See next...

Tasks for this question New task

Description

Priority

Important

Due date

2017/03/24

Risk assessment (interval / severity)

Legal demand

No

✓ Save

5. When you need to create an agreement/action plan in the completed WPA sheet from an employee, you have these options:
- describe what it is about
 - set a priority
 - select a deadline
 - Set a risk assessment
 - Select whether it is a legal requirement or not