



# Riskman has become Safety Portal

On 1 July 2024 a new system for reporting and managing WHS incidents replaced the RiskMan system. **The new system is called the ACTPS Safety Portal – safety portal for short.**

## A lot has stayed the same:

- **Anything that you would have reported in Riskman should now be entered into safety portal.** This includes:
  - Incidents – something that has happened that has or could cause an illness or injury, physical and/or psychological
  - Hazards – something that hasn't happened, but could cause an incident in the future (like a broken stair rail or fatigue)
- **The process you're used to is largely the same:**
  - It's available online from desktops and mobile devices (safety portal is a cloud-based system)
  - Employees are able to report an incident for themselves or on behalf of someone else
  - Reports will be provided to managers to respond to
  - The EDU WHS team will use the system for incident response, monitoring and reporting
  - Injury management and HR teams will use the system to provide support to ill and injured employees.
  - Volunteers and others who do not have an ACT Government account will continue to use a public-facing ([external](#)) form.

## Some things are new:

- You **sign-on with your email address** and the system will pre-populate some fields for you
- There is a **mobile app** for ACT Government employees
- Managers and WHS teams will be required to report in safety portal on the **actions** they have taken
- Everyone has a **dashboard** and receive notifications to track the progress of their reports
- here is better **reporting** for the full range of physical and psychological incidents and hazards, including occupational violence and bullying and harassment.

## How to use safety portal to report an incident or hazard:

- Existing RiskMan links will redirect to safety portal, or you can
- Follow the link from ConnectEd, or from the [ACTPS WHS site](#), or you can
- Go to [safetyportal.act.gov.au/report\\_incident](https://safetyportal.act.gov.au/report_incident) and follow the link to the ACT Employee Incident Form.

**Once you've made a report, you can view its progress on your dashboard.** Access via [safetyportal.act.gov.au](https://safetyportal.act.gov.au) and open your dashboard.

You can also **use the new app to make reports**. Search for 'ecoportal' in your app store ([Android](#) and [Apple](#)), and download the ecoPortal Connect app. Use your ACT Government log-in details (not your personal details) to use the app.

If you run into trouble with the safety portal system, you should refer to the [user guides here](#) and contact [EDU WHS](#) if you need assistance in the first instance. The AEU ACT office is always ready to advise on issues relating to safety – send us an email at [aeuact@aeuact.org.au](mailto:aeuact@aeuact.org.au).