

Virtual Risk Review customer guide

Prepare a useful submission safely

The Virtual Risk Review gives you written observations on workplace conditions or a task shown in your photos and video. Clear material and a little context help make the report useful.

Your review

- A\$195 including GST for one to six photos and one optional recorded video of no more than five minutes
- One structured PDF report with observations, potential significance, priorities, questions to investigate and controls or evidence to verify
- A remote, written service with no live virtual session or onsite visit

Choose clear views

Start with an overview showing the layout and surrounding area. Use other photos for relevant equipment, access routes, work positions and existing controls. Keep images sharp, well lit and unobstructed. Refer to each photo by its number in the form.

For the optional video, keep the total length to five minutes or less. Use steady footage and move slowly between relevant details. Explain what to notice in the recording or in your written notes. Avoid unrelated conversations and footage.

Capture material safely

Do not enter a restricted or hazardous area, climb, reach into equipment, remove a guard or cross a barrier to improve a shot. Do not film while driving or operating machinery. Never stage, repeat or continue unsafe work for the review.

If a useful view cannot be captured safely, describe it in writing and explain what the image does not show. Getting a photograph is never more important than controlling the risk.

Add the context the images cannot show

- The applicable WHS/OHS jurisdiction, workplace location or site identifier, and industry or type of operation
- The area, equipment or task, what normally happens there, and who may be exposed, described by role rather than name
- What prompted the review, the questions you want examined and relevant existing controls or procedures
- When the material was recorded, anything important outside the frame and whether conditions have changed

Describe each photo and the video in the form. Explain limitations rather than filling gaps with assumptions. Avoid unnecessary personal details when describing an incident, near miss or complaint.

Submit and use your report

Check permissions and privacy

Only submit material you are authorised to record and share with Safety Jon. Obtain required workplace and third-party permissions. Redact unnecessary faces, names, numberplates, identity badges, private screens and confidential documents. Explain any safety detail obscured by redaction.

Submitted photos and video are treated confidentially and used only for the review. Safety Jon will delete active working copies of submitted photographs and video under its control, including any copies retained in Wix intake or media storage and OneDrive, within 30 days after the final report is issued. That period concerns working media copies, not every record associated with the service. Keep your original files and final report.

Submissions are received through Safety Jon's Wix-hosted form. Submitted files may be held in Wix as well as in OneDrive under Safety Jon. AI may assist preliminary analysis before Jon's professional review, application of workplace context and recommended controls. The external AI service and relevant data handling will be explained, and necessary authorisation confirmed, before material is shared with it.

Submit and pay

Use the Virtual Risk Review form at safetyjon.com.au/workplace-photo-video-review. Check the material, context, scope acknowledgements and customer terms before submitting and paying. Ask any unresolved confidentiality questions before uploading.

Allow time for the review

Typical turnaround is 48–72 elapsed hours after payment and a complete, usable submission, excluding weekends and Victorian public holidays. If essential information is missing, the estimate pauses while it is outstanding. Safety Jon will explain what is needed and advise the revised expected delivery time. The service is not monitored for immediate responses.

Read the report in context

Your PDF will identify observations supported by the submitted material, suggested priorities and practical matters to investigate or verify. Relevant Australian WHS/OHS references may be included. The review cannot identify every hazard or verify unseen conditions or the effectiveness of every control.

It is not a complete workplace risk assessment or compliance certification. Some matters need site assessment, testing or specialist advice. Check recommendations against actual conditions, consult the relevant people, record actions and responsibilities, and verify that controls work. Changed conditions may make the report less useful.

Act on urgent risks now

Do not wait for this review if someone may be in immediate danger. Follow your workplace's emergency and risk-control procedures and contact emergency services where needed. This service does not replace incident reporting obligations or emergency response.

Questions or cancellation

Email info@safetyjon.com.au for questions, corrections, cancellations or service concerns. Before review work starts, the customer terms provide a full refund; after it starts, a reasonable amount for properly completed work may be retained. Consumer-law rights remain available. Read the full terms for the details.