Hazard and Risk Management Procedure

# Appendix 1. Risk Matrix and Risk Management Authority Matrix

How to Complete a Risk Assessment Guidelineprovides further instruction on how to use the Risk Matrix below:



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **1** | **2** | **3** | **4** | **5** |  | | | **Risk Level** | | **University Risk Management Authority** |
| **Very Low** | **Low** | **Moderate** | **High** | **Very High** |  | | |
| **5** | **Almost Certain** | | **Moderate** | **High** | **High** | **Critical** | **Critical** |  | | | **Critical** | | VC or PVC or Research/ College Dean or Area Director |
| **4** | **Likely** | | **Low** | **Moderate** | **High** | **High** | **Critical** |  | | | **High** | | Research/ College Dean or Area Director |
| **3** | **Possible** | | **Low** | **Moderate** | **Moderate** | **High** | **High** |  | | | **Moderate** | | Research/ College Manager or Supervisor responsible for the task or activity |
| **2** | **Unlikely** | | **Low** | **Low** | **Moderate** | **Moderate** | **High** |  | | | **Low** | | Supervisor responsible for the task or activity |
| **1** | **Rare** | | **Low** | **Low** | **Low** | **Low** | **Moderate** |  | | |  | |  |
| **Likelihood** | | | | | | | | |  | **Consequence** | | | |
| **Almost Certain**  **5** | | * Can be expected to occur once or more during the next year. There is a history of regular occurrences at the University or other Universities * Can be expected to occur 75-99% * More than 1 event per year | | | | | | |  | **Very High**  **5** | | Multiple/Single fatality/Permanent Disability  Irreversible health damage without loss of life | |
| **Probable**  **4** | | * Is known to occur or “It has happened” * Can commonly occur 50-75% * Expected to occur every 1-2 years | | | | | | |  | **High**  **4** | | Lost Time Injury (1>week) (STAFF Only)  Multiple/single major injury  Permanent (full or partial) disabling injury  Workplace modifications required | |
| **Occasional**  **3** | | * Could occur or “I’ve heard of it or seen it happen” as there has been infrequent occurrence at the University or other Universities * May occasionally occur 25-50% * 1 event per 1 to 5 years | | | | | | |  | **Moderate**  **3** | | Lost Time Injury (1<week) (STAFF Only)  Temporary (full or Partial) disabling injury or health effect  Injury that temporarily alters a person’s future  Suitable duties in accord with the injury management guidance | |
| **Improbable**  **2** | | * Not likely to occur very often * May infrequently occur 10-25% | | | | | | |  | **Low**  **2** | | Medical Treatment Injury (MTI)  Injuries/health effects requiring Medical Treatment at a Clinic or Hospital Emergency facility or rehabilitation treatment. Not admitted to hospital. No lost time | |
| **Rare**  **1** | | * Conceivable but not known to occur at University or other Universities * May occur in exceptional circumstances 0-10% | | | | | | |  | **Very Low**  **1** | | First Aid Injury  Slight injury of health effect requiring first aid treatment only  Does not affect work performance or require adjustment to work duties | |

**Risk Management Authority Matrix**

|  |  |  |
| --- | --- | --- |
| **Risk Level** | **University Risk Management Authority** | **Guidance** |
| **Critical** | **VC or PVC or College and Research Deans and Operational Directors** | A considerable potential for multiple fatalities, Task failure of strategic significance, or serious long-term degradation of University reputation. |
| **High** | **College and Research Deans and Operational Directors** | A considerable potential for serious degradation of a University capability, fatal injury, major asset loss, task or activity failure of significance, or significant degradation of reputation. |
| **Moderate** | **College and Research Deans and Operational Directors or Supervisor responsible for the task or activity** | A moderate potential for serious degradation of a University capability, serious injury, major asset damage/loss, activity or task failure of tactical significance, or short-term impact to reputation. |
| **Low** | **Task Activity Supervisor** | Has the potential to degrade University capability, injure personnel, damage equipment or compromise the task or activity. |

**Notes:**

* A risk management authority may delegate their authority but will retain overall responsibility for the risk(s) associated with the task/activity.
* Where the residual risk is greater than the delegated threshold, the risk decision is to be transferred to the higher-level manager consistent with their risk management authority.
* Supervisor means a person employed into a position description with the title of Supervisor at the University