



## RISK MANAGEMENT MATRIX

1. **HAZARD IDENTIFIED** Work Area, Task/Activity, Equipment, Procedures involved

### 2. RISK ASSESSMENT

#### A) MEASURE OF CONSEQUENCE FOR PERSONAL INJURY

Descriptor	Example Detail Description
Fatality	Death
Major injury	Extensive injuries, lost time injury >5 days , permanent disability (eg broken bones, major strains)
Minor injury	Medical treatment required, lost time injury from 1 – 5 days (eg minor strains)
First aid	First aid treatment where medical treatment not required (e.g minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

#### B) MEASURE OF LIKELIHOOD

Descriptor	Description
Very likely	It is expected to occur at some time in the near future
Likely	Will probably occur in most circumstances
Occasionally	Might occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

#### C) MEASURE OF RISK

Likelihood (L)	Consequences (C)				
	Negligible	First aid	Minor	Major	Fatality
Very likely	H	H	E	E	E
Likely	M	H	H	E	E
Occasionally	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly unlikely	L	L	M	H	H

**E: extreme risk:** Notify supervisor, Head of Department and Safety and Health Office as required. Immediate action required.

**H: high risk:** Notify supervisor and Safety and Health Representative immediately. Action identified within 1 week.

**M: moderate risk:** Notify supervisor and Safety and Health Representative. Take immediate action to minimise injury with remedial action identified within 2 weeks.

**L: low risk:** Supervisor attention required. Remedial action identified within 1 month.

**3. RISK CONTROL OPTIONS**

Elimination

Substitution

Engineering

Administration

**Personal protective equipment**

**4. RISK MANAGEMENT SUMMARY**

IDENTIFIED HAZARDS	RISK ASSESS'T (C) X (L)		RISK MEASURE	RECOMMEND. CONTROLS	FOLLOW UP (BY WHOM, BY WHEN)

Risk assessment undertaken by

Date

*Actions authorised by (supervisor, Head of Department, safety officer)*

**Date**