

Guide to the Managers Risk Assessment and Closing out the Incident


The Managers Risk Assessment – (to be completed by injured persons line manager / supervisor)

- If you are the manager of the injured person, you will be notified of the submitted incident report via email.
- You must complete the Managers Risk Assessment page. All fields with a **red triangle** are mandatory and must be completed.

Details Personal Injury/Illness Witnesses Submission **Manager's Risk Assessment** Action Document Register Linkage

▼ Assessment Details

▶ Does the regulator need to be notified about this incident/hazard? Yes No Unsure

If 'Yes', Date Reported to Authority 

▶ Treatment Provided **Medical Treatment** ×

▶ Does this incident require an insurance claim? Yes No

▶ Is this a Lost Time Injury (LTI)? Yes No

▶ Has a Workers Compensation claim been made? Yes No

▶ Does this event require a formal investigation? Yes No

- Please note, if the incident is required to be reported to the Regulator; involves lost time from work extending over 1 working shift; or is deemed to be a “High or Extreme” risk; a formal investigation should be undertaken. We will cover the Formal Investigation page in another guide.

- You must calculate the Risk Rating using the UWA Risk Matrix embedded in Camms.
- Assign levels of Likelihood and levels of Consequence using the drop-down menus in each field box.
- You must then type in the risk rating. This will then allow you to select the specific risk rating range E.g. High (H2) in the drop down menu.

▼ Risk Assessment

RISK RATING					
Likelihood	Consequence				
	Low	Minor	Moderate	Major	Catastrophic
Almost Certain	Minor (MI2)	Moderate (Mo1)	High (H1)	Extreme (E2)	Extreme (E5)
Likely	Minor (MI1)	Minor (MI4)	Moderate (Mo3)	Extreme (E1)	Extreme (E4)
Possible	Low (L3)	Minor (MI3)	Moderate (Mo2)	High (H2)	Extreme (E3)
Unlikely	Low (L2)	Low (L5)	Minor (MI6)	Moderate (Mo5)	High (H4)
Rare	Low (L1)	Low (L4)	Minor (MI5)	Moderate (Mo4)	High (H3)

LIKELIHOOD MATRIX		
Likelihood	Probability	Frequency
Almost Certain	Commonplace, expected to occur.	<ul style="list-style-type: none"> Expected to occur on a regular basis at UWA. Has occurred 10 or more times in 10 years at UWA or the Australian higher education/research sectors.
Likely	Highly probable it will occur.	<ul style="list-style-type: none"> Expected to occur in most cases or on a regular basis at UWA. Has occurred 7 or more times in 10 years at UWA or the Australian higher education/research sectors.
Possible	Could occur at some time.	<ul style="list-style-type: none"> May occur periodically at UWA. Has occurred 3 or more times in 10 years at UWA or the Australian higher education/research sectors.
Unlikely	Unexpected but may occur.	<ul style="list-style-type: none"> May occur occasionally at UWA. Has occurred 1 to 2 times in 10 years in UWA or the Australian higher education/research sectors.
Rare	Exceptional unlikely event.	<ul style="list-style-type: none"> May occur in unexpected circumstances at UWA. Not known to have occurred in UWA or the Australian higher education/research sectors.

CONSEQUENCE MATRIX					
Category	Low	Minor	Moderate	Major	Catastrophic
Safety and Health	<ul style="list-style-type: none"> Near miss or non-serious incident requiring local first aid treatment. No Lost time. 	<ul style="list-style-type: none"> Incident resulting in medical treatment. Loss time injury < 10 days. 	<ul style="list-style-type: none"> Incident resulting in injuries/illness requiring medical treatment and short term hospitalisation. Loss time injury > 10 days. 	<ul style="list-style-type: none"> Severe injury or illness resulting in extended hospitalisation, permanent disability or single fatality. 	<ul style="list-style-type: none"> Multiple permanent disabilities, illness or fatalities.

► Likelihood

► Consequence

Calculated Risk Rating

Specific Risk Rating

Select the Contributing Factors from the drop-down menu box. You can select multiple factors.

If at this stage the causes and corrective actions are clear, you can develop “Agreed Actions” by pressing the “Actions” button. This will populate the action in the “Actions Register” on the “Actions Page”. You can also attach documents by pressing the “Documents” button.

The screenshot shows a web form with the following elements:

- Contributing Factors:** A dropdown menu with three selected items: "Behaviour Factors", "Work Environment/Scheduling", and "Knowledge, skills, competence & training". The "Contributing Factors" label is circled in red.
- Details:** A text area containing the text: "The injured person was unfamiliar with the task and was distracted and did not see the bollard and tripped over it..".
- Agreed Actions:** A section header with a downward arrow.
- Do any actions need to be in place to mitigate the risk?:** A question with a blue "Actions" button next to it. The button is circled in red.
- Further Comments:** A text area containing the text: "Actions developed in the action register."
- Please attach any supporting evidence (Photos, Documentation, Etc):** A question with a blue "Documents" button next to it. The button is circled in red.

A red arrow points from the text above to the "Actions" button.

Actions Page

- Add actions by pressing the “Add New” button.

Details Personal Injury/Illness Submission Manager's Risk Assessment **Action** Document Register Linkage Close

Event Actions + Add New

Action Title	Action Owner	Status	Start Date	Due Date	Percent Complete	Performance	
Reinforce need for safe movement and ...	Alex Scholz	Completed	21/10/2021	21/10/2021	100 %	● On Track	Edit Delete

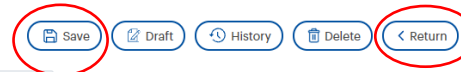
10 items per page | 1 - 1 of 1 items









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< Manager's Risk Assessment Document Register >

- In the New Action details page complete all fields.
- Give the action a title and describe it in sufficient detail. Assign start and due dates and an Action Owner.
- The Action Owner will receive an email notification when this is done.
- Once satisfied the required information has been entered, press the “Save” button and the “Return” button to return to the Actions page.

Event Action Details




Action Title	<input type="text" value="Remove protruding metal pipe."/>
Description	<input type="text" value="Remove protruding metal pipe."/>
Start Date	<input type="text" value="15/10/2021 12:00 AM"/>  
Due Date	<input type="text" value="15/10/2021 03:30 AM"/>  
Action Owner	<input type="text" value="Alex Scholz - Test"/> 
Status	<input type="text" value="Completed"/> 
Comment	<input type="text"/>
Percent Complete	<input type="text" value="100"/>
Completion Date	<input type="text" value="15/10/2021 03:03 PM"/>  

The Document Register Page

- The Document Register page provides a table display of all the documents attached to the incident.
- To add a new document press the “Add New” button.
- When satisfied with the attached documents press “Next” to progress to the Linkage page.

Details Personal Injury/Illness Submission Manager's Risk Assessment RCA Investigation Workers Compensation Action **Document Register** Linkage Close

Upload Documents

Object Name	Field Name	Name	Description	Type	Date Uploaded
 No content have been added here yet. Click "Add New" to get started					

10 items per page | No items to display

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The Linkage page

The Linkage page allows you to link the incident to other documents e.g. an existing risk assessment to provide further context to the risk rating. Press the “+ New” button to add a new linkage.

Details Personal Injury/Illness Submission Manager's Risk Assessment RCA Investigation Workers Compensation Action Document Register **Linkage** Close

Linkages + New

Linked Item

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< Document Register Close >

The two fields “Linkage Types” and “Linkage” have drop down menus that allow you to select the relevant document.

Linkages + New Save

Linkage Types

Linkage
This field is required.

Linked Item

The Close page

- The “Close” page allows you to change the incident record to a “Closed” Status.
- The “Status” field has a drop-down menu that allows you to change the incident to Closed.
- Once satisfied the sufficient information has been entered in the record, press the “Submit” button.

IMS - 68 Cut arm on protruding metal pipe.

[Save](#) [History](#) [Return](#)

Details Personal Injury/Illness Submission Manager's Risk Assessment RCA Investigation Workers Compensation Action Document Register Linkage **Close**

► Status

► Closed By

Closure Notes

► Date Closed

The Events Register will now show the record as being “Closed”.

IMS - 68	Cut arm on protruding metal pipe.	Injury / Illness	Alex Scholz - Test	15 Oct 2021 2:56PM	High (H1)	Closed
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