

Approve or Reject a Risk Assessment

Within the Riskware WHS Risk module, there is an automatic workflow to provide Managers and Supervisors with an email notification that they have been selected to approve a Risk Assessment that has been submitted.

Risk assessments must be approved at the appropriate level of delegation based upon ECU's risk acceptance criteria. It is critical that Managers and Supervisors who receive a risk assessment for their approval, first check that they have the appropriate level of authority to approve the risk assessment based upon the risk level below. Students, including Higher Degrees Research students, are not able to approve risk assessments.

RISK ACCEPTANCE CRITERIA			
Level of risk	Delegation	Acceptance criteria	Review period
Low	Supervisor / Team Leader	Acceptable with periodic review. Exposure to this level of risk is acceptable without additional risk treatments.	Review period should not exceed 12 months
Moderate	Manager / Associate Dean	Acceptable with periodic review. Exposure to this level of risk is acceptable, provided an appropriate assessment has been conducted.	Review period should not exceed 12 months
Substantial	Executive Dean / Dean / Director	Acceptable with ongoing review. Exposure to this level of risk may only continue with a clear treatment plan which is reviewed regularly.	Review period should not exceed 6 months.
High	Deputy Vice-Chancellor / Vice-President	Unacceptable without treatment. Exposure to this level of risk may only continue with a clear treatment plan to reduce the level of risk.	Review period should not exceed 3 months.
Extreme	Vice-Chancellor / University Council	Unacceptable. Exposure to this level of risk should be immediately discontinued except in extreme circumstances.	Review period should not exceed 1 month.

	Risk Assessments that are above your delegation to approve must be rejected and resubmitted to the appropriate delegation level for approval.
---	--

If you are requested to approve a Risk Assessment:

1. You will receive an email notification advising that you have a new risk assessment to approve. The email will provide details of the risk assessment, the Risk Owner and a link directly to the risk assessment within Riskware.
2. A notification with a hyperlink will also appear on the top left on your [Riskware home page](#).

Good afternoon Benjamin

- You have 5 WHS Risks to approve.

3. To review the risk assessment and approve or reject it either:
 - a. Click on the link in the email notification.
 - b. Click on the link in the Notifications Centre on your Riskware home page (top left).
 - c. Navigate directly to the 'Awaiting My Approval' tab of the WHS Risk Register



The screenshot shows the 'WHS Risk Register' interface. At the top, there is a navigation bar with the ECU logo and the text 'WHS Risk Register'. Below this, there are four tabs: 'Risk Register', 'Awaiting My Approval', 'Draft Risks', and 'My Peer Reviews'. The 'Awaiting My Approval' tab is highlighted with a red box. Below the tabs, there is a section for a specific risk assessment, identified as '216 WHS Risk Management'. The status of this risk is 'NEW RISK AWAITING YOUR APPROVAL', which is highlighted in green. Other details include: Date Identified: 28/10/2021, Type: WHS Risk Management, Risk Approver: Benjamin KNOX, and Risk Owner: Benjamin KNOX. At the bottom of this section, there are three buttons: 'View Risk', 'Approve Risk', and 'Reject Risk'.

4. For each risk assessment you are requested to approve, you will see an approval screen inviting you to:
 - a. View Risk
 - b. Approve Risk
 - c. Reject Risk



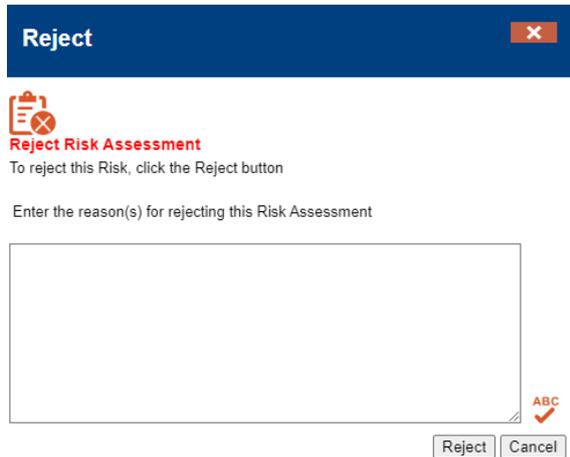
Always select 'View Risk' to review the risk assessment for content, accuracy and suitability of controls and risk levels before approving or rejecting the risk.

5. View the risk assessment and determine whether you wish to approve or reject the risk. Ensure you carefully review the quality of the risk assessment, including:
 - a. Does the risk assessment select the correct Business Unit level and location?
 - b. Are all risk factors (hazards) for the activity covered in the assessment?
All risk factors should be included even if they are well controlled or considered low risk.
 - c. Are all current controls listed and are they in place?
 - d. Has the control effectiveness been rated for each control and are they effective?
If controls are rated as ineffective, actions should be in place to address this.
 - e. Is the current risk rating accurate and acceptable?
 - f. Are there additional controls or actions that can be taken to reduce the risk further or to improve the effectiveness of current controls?
 - g. Is the residual risk rating accurate and acceptable?
 - h. Do you have the right level of authority to approve the risk assessment based on the residual risk level?
 - i. Has the risk assessment considered the feedback provided as part of any peer review?

If the risk assessment quality is not adequate, please discuss with the risk owner and reject the risk assessment.

To reject a Risk Assessment:

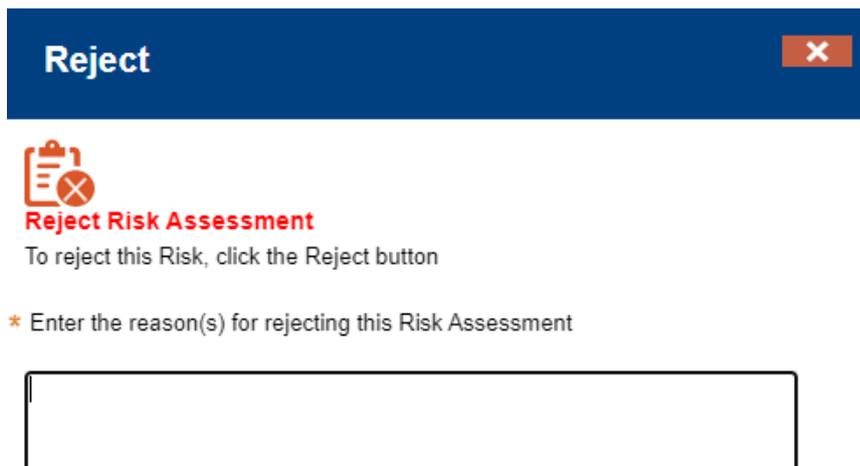
1. If the risk assessment requires changes or is above your authority level to approve, select the 'Reject Risk'  button from the 2nd page of the Risk Assessment and make sure you enter information for the Risk Owner on why the risk was rejected (note in the reason who they should submit it to if you are not the correct person).



The risk owner will be notified via email of the outcome. After making the required adjustments, the Risk Owner may resubmit the risk assessment for approval.

To approve a Risk Assessment:

1. If, after reviewing the risk assessment, you are comfortable to approve the risk and it is within your delegation to do so, select the 'Approve Risk'  button from the 2nd page of the risk assessment and enter any relevant comments (you may just write "Approved" if no comments).



2. The Risk Owner will receive an email notification advising the risk has been approved, the risk will appear on the Risk Register and any persons who have been allocated tasks associated with the risk assessment will receive notification of the task.