



## Setting up the Risk Matrix in BowTie Pro™ Cloud Edition

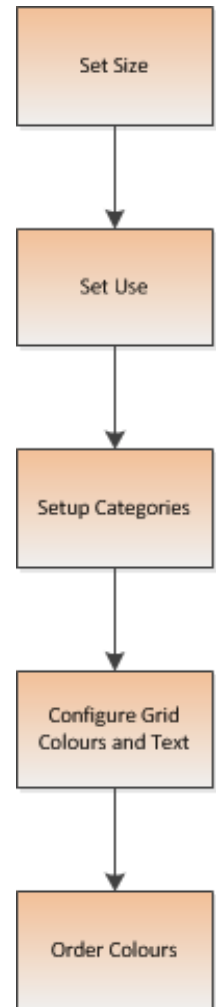
### Introduction

One of the main methods of assessing risk is via a Risk Matrix. BowTie Pro's has a customisable Risk Matrix which makes it easy to use this technique. Within BowTie Pro a user can simply click on the appropriate box in the matrix to select the desired item. This document will guide you through the process of setting up the Risk Matrix to meet your needs.

To configure the Risk Matrix

1. Login to the website
2. Click on the "Admin" button at the top of the screen
3. Click on the "Setup Risk Matrix" button

Abbreviation	Category	Visible
P	People	<input type="checkbox"/> Edit
R	Reputation	<input type="checkbox"/> Edit
E	Environment	<input type="checkbox"/> Edit
F	Financial	<input type="checkbox"/> Edit



### Setup Process

#### 1. Matrix Configuration

Click on the "General Settings" button to configure the matrix and where it is used.

The top section is used to set the required size of the matrix using "X Axis" and "Y Axis" boxes. The maximum size is 10x10.

The middle section determines where the matrix is used.

- **Hazards** - Can have a single matrix or no matrix
- **Threats** - Can have a single matrix or no matrix
- **Controls** - Can either have
  - No Matrix
  - A single X axis matrix.
  - A before and after axis.
- **Consequence** – Can have either
  - A single matrix
  - A before and after matrix.

The bottom section has the other options. These are

- if the codes from the Severity/likelihood should be used or the text within the boxes.
- The bottom check box determines if the Y axis label should be shown before the X axis label. If this is not checked then the X axis label will be shown before the Y axis label

Once completed press the "Save" button

#### 2. Setting the Categories of Risk

Back on the first Risk Matrix screen there is a list of the Categories. There are up to 10 categories that can be used. If a category is used the "Visible" column will be clicked next to the Edit button. To change a category or use a category click on the "Edit" button on the Right of the list

Abbreviation	Category	Visible
P	People	<input checked="" type="checkbox"/> Edit
R	Reputation	<input checked="" type="checkbox"/> Edit

The edit screen will now appear. At the top the screen has various options

Each category can be made visible/hidden, given a title and abbreviation using the grid.

- The Abbreviation and Name for the category
- To show/hide a category simply click on the checkbox next to "Visible"
- The X and Y axis labels can be set here

**Matrix Category Edit**

Abbreviation:

Category:

Visible:

XAxis Label:

YAxis Label:

### 3. Configure Grid, Colours and Text

The grid used is the size of the Matrix Settings width (X Axis) and height (Y Axis) plus two additional rows for the text and abbreviation on each column and two more columns for the text and abbreviation on each row

		Never heard of in industry	Heard of in industry	Has happened in the PSA Group	Has happened at the terminal or	Has happened > 1yr in the terminal
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
		A <input type="text"/>	B <input type="text"/>	C <input type="text"/>	D <input type="text"/>	E <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
No Injury or Health Effect	0 <input type="text"/>	Low <input type="text"/>	Low <input type="text"/>	Low <input type="text"/>	Low <input type="text"/>	Low <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Aqua <input type="text"/>	Aqua <input type="text"/>	Aqua <input type="text"/>	Aqua <input type="text"/>	Aqua <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
Slight Injury or Health Effect	1 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Blue <input type="text"/>	Blue <input type="text"/>	Blue <input type="text"/>	Blue <input type="text"/>	Blue <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
Minor Injury or Health Effect	2 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Medium <input type="text"/>	Medium <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Blue <input type="text"/>	Blue <input type="text"/>	Blue <input type="text"/>	Yellow <input type="text"/>	Yellow <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
Major Injury or Health Effect	3 <input type="text"/>	Low 2 <input type="text"/>	Low 2 <input type="text"/>	Medium <input type="text"/>	Medium <input type="text"/>	High <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Blue <input type="text"/>	Blue <input type="text"/>	Yellow <input type="text"/>	Yellow <input type="text"/>	Red <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
Partial/Perm. total disability	4 <input type="text"/>	Low 2 <input type="text"/>	Medium <input type="text"/>	Medium <input type="text"/>	High <input type="text"/>	High <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Blue <input type="text"/>	Yellow <input type="text"/>	Yellow <input type="text"/>	Red <input type="text"/>	Red <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>
More than 3Fatalities	5 <input type="text"/>	Medium <input type="text"/>	Medium <input type="text"/>	High <input type="text"/>	High <input type="text"/>	High <input type="text"/>
All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	Yellow <input type="text"/>	Yellow <input type="text"/>	Red <input type="text"/>	Red <input type="text"/>	Red <input type="text"/>
		All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>	All Same <input type="checkbox"/>

This results in a grid as shown where the text and colour can be set

For each of the Headings there is a text box and a check box called "All Same". Clicking the all same checkbox will mean that this text is displayed on all Categories rather than just the one selected.

No Injury or Health Effect

All Same

For the Grid box there is the text and the "All Same" box just the same as the heading but also a colour drop down. The text box in each Grid box is NOT required, if this is not entered then the Grid abbreviations will be combined to produce the text eg A4

Low

Aqua

All Same

At the bottom of this screen is list of all the colours used and a definition can be added to each colour. Once this is done press the "Save" button and the website will return you to the main Risk Matrix screen

**Colour Definitions**

<input type="checkbox"/>	Abbreviation	<input type="text"/>	Definition	<input type="text"/>
<input type="checkbox"/>	All Same	<input type="checkbox"/>	Manage for Continuous Improvement	<input type="checkbox"/>
<input type="checkbox"/>	All Same	<input type="checkbox"/>	Intolerable	<input type="checkbox"/>
<input type="checkbox"/>	All Same	<input type="checkbox"/>	Undefined	<input type="checkbox"/>
<input type="checkbox"/>	All Same	<input type="checkbox"/>	Demonstrate ALARP	<input type="checkbox"/>

Save  Return

### 4. Order Colour

The colour order presented on the left hand side (identified on the image above) is changed by pressing the "Set Colour Order" button at the top of the risk matrix screen. The following screen will be displayed:

Drag and Drop each item until the colour is in the correct order with the most significant risk at the top of the screen. When complete press OK.

This is now the Risk matrix setup and it will be able to be used on the Consequences and other screens which you have specified at the top of the screen

**Colour Order**

Drag the colours up and down according to the order you want

Save Changes  Cancel



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