

Take Five

1. Stop → 2. Think → 3. Look for Hazards → 4. Plan → 5. Proceed

WORK DETAIL <i>To be completed for all work</i>			Title	
WMH Facility:	Unit:	Work Description	Work Centre	Work Order No.
No. of Workers:	Works Lead Name	Supervisor Name:		
	Signature: _____	Date: _____	Signature: _____	Date: _____

1. STOP	2. Think through the task	Yes	No
Am I clear on what the task is		<input type="checkbox"/>	<input type="checkbox"/>
Do I have the necessary work permits and/or authorities to do the task		<input type="checkbox"/>	<input type="checkbox"/>
Is there a JHA/SWMS/SOP/Work Instruction for this task		<input type="checkbox"/>	<input type="checkbox"/>
Do I have the required skills, training and licenses for the task		<input type="checkbox"/>	<input type="checkbox"/>
Are my tools/equipment appropriate for the task and in good working order		<input type="checkbox"/>	<input type="checkbox"/>
Do I have the correct personal protective equipment for the task		<input type="checkbox"/>	<input type="checkbox"/>

3.1 Look for Hazards					Yes	No	
1) Gravitational	Slips, trips, falls at the same level	Fall from Heights	Access/work beneath suspended load	Falling objects	<input type="checkbox"/>	<input type="checkbox"/>	
2) Kinetic /Mechanical	Caught in/between moving plant or parts;	Struck by moving vehicles/mobile plant	Contact with sharp objects	Struck by projectiles.	<input type="checkbox"/>	<input type="checkbox"/>	
3) Noise and Vibration	Excessive noise	Vibrating plant/vehicles	Contact with vibrating tools/objects		<input type="checkbox"/>	<input type="checkbox"/>	
4) Electrical	Exposed or faulty wiring or equipment; static shocks	Contact with live electrical parts; electrical arcing	Exposure to high fault currents	Mechanical damage to power leads, fixed electrical wiring;	<input type="checkbox"/>	<input type="checkbox"/>	
5) Chemical	Ingestion, absorption or inhalation of chemicals	Uncontrolled spill	Burns / splash in eyes	Specific exposure: Asbestos /Lead	<input type="checkbox"/>	<input type="checkbox"/>	
6) Thermal and Work Environment	Lighting workplace and equipment/tool design; Restricted working space	Uneven/unstable ground or work surface	Weather and atmospheric conditions; Remote and isolated work	Contact with hot/cold objects / surfaces/ liquids	<input type="checkbox"/>	<input type="checkbox"/>	
7) Biological	Exposure to algal, bacterial, fungal, viral or parasitic agents	Animal, insect and spider bites/stings	Sharps injury/needle-stick exposure	Specific exposure: Contact with raw sewage	<input type="checkbox"/>	<input type="checkbox"/>	
8) Fire / Explosions	Condition leading to fire/explosion		Ignition of gas/dust in a hazardous area		<input type="checkbox"/>	<input type="checkbox"/>	
9) Manual Tasks	Repetitive or sustained force; High or sudden force; Handling heavy loads	Repetitive movement; Sustained or awkward posture;	Exposure to vibration; Tool use which requires excessive force;	Handling unstable or awkward objects /loads;	<input type="checkbox"/>	<input type="checkbox"/>	
10) Pressurized energy	Release of a stored energy i.e. gases, water, oil subject to high/ low pressures		Release of spring/tension energy		<input type="checkbox"/>	<input type="checkbox"/>	
11) Psycho-social and medical	Exposure to workplace bullying, harassment, violence & aggression	Exposure to traumatic incidents;	Working for excessive time periods and/or while fatigued	Working under the influence of alcohol/drugs	<input type="checkbox"/>	<input type="checkbox"/>	
12) Radiation	Non ionizing radiation: Ultraviolet light (artificial/sunlight), laser, infra-red, microwave, radio frequency, welding arc light					<input type="checkbox"/>	<input type="checkbox"/>

3.2 Assess the Hazards					Yes	No	
What is the risk level	Extreme	High	Moderate	Low			
STOP! - SEE YOUR SUPERVISOR AND/OR COMPLETE/UPDATE JHA/SWMS ←					Risk Level = E /H /M	<input type="checkbox"/>	<input type="checkbox"/>

4. Plan the work - Make the Hazards Safe (refer to the Hierarchy of Control)					Yes	No
Haz No.	Controls are established to manage the hazard(s) e.g. Barricades erected / warning signs / specialised PPE →					
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

5. PROCEED TO COMPLETE THE TASK SAFELY	Are all hazards removed or minimised to a low risk level ←	<input type="checkbox"/>	<input type="checkbox"/>
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STOP - DO NOT START THE TASK! - DISCUSS WITH YOUR SUPERVISOR BEFORE PROCEEDING ←		<input type="checkbox"/>	<input type="checkbox"/>
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4. Plan the work - Make the Hazards Safe (refer to the Hierarchy of Control)					
Haz No.	Controls are established to manage the hazard	Eg Barricades erected / warning signs / specialised PPE	→	Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
5. PROCEED TO COMPLETE THE TASK SAFELY					
		Are all hazards removed or minimised to a low risk level	←	<input type="checkbox"/>	<input type="checkbox"/>
STOP - DO NOT START THE TASK! - DISCUSS WITH YOUR SUPERVISOR BEFORE PROCEEDING					
				<input type="checkbox"/>	<input type="checkbox"/>

WORKER DECLARATION

I have been given the opportunity to comment on the context of this Take 5. I have read, understood and agree with how to safely carry out the activities listed above.

Names of workers consulted	Signature of workers	Date

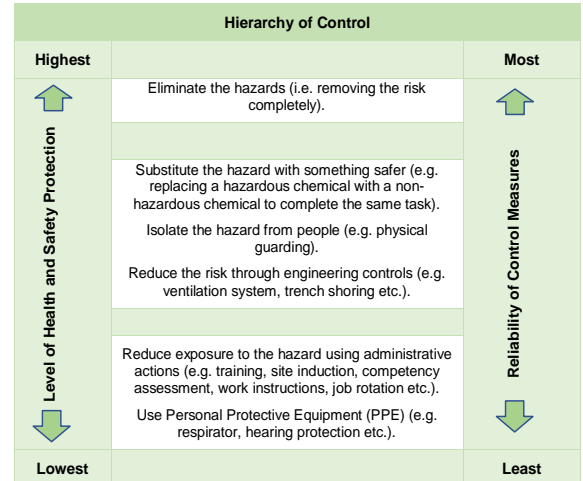
COMPLETION

- Has the work area been left tidy and safe
- Are changes to equipment documented and communicated
- Are site personnel aware of status of work including remaining isolations
- Are all incidents, near miss incidents, unsafe situations reported

Risk Management Guidance

<p>Definition <i>"A hazard is a situation or thing that has the potential to harm a person".</i> Hazards at work may include noisy machinery, a moving forklift, use and storage of chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.</p> <p>Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.</p> <p>Expressed as a risk Statement "The risk of <harm> due to <exposure to hazard> resulting in <consequence>".</p>	<p>Hazard Category</p> <ol style="list-style-type: none"> Gravitational Kinetic /Mechanical Noise and Vibration Electrical Chemical Thermal and Work Environment Biological Fire / Explosions Manual Tasks Pressurized energy Psycho-social and medical Radiation 	<p>Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.</p> <p>The Table below illustrates the hierarchy of controls.</p>
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Hierarchy of Control



What is the LIKELIHOOD of an event occurring

Descriptor	Definition	Frequency	Probability
Rare	No identified or known events occurring. Only occurs in exceptional circumstances.	Event expected to occur less than once every five years.	Less than 5 percent
Unlikely	Evidence of event occurring in the past, but unlikely to occur in the future.	Event expected to occur once in the next five years.	5-30 percent
Possible	There is evidence of several events in the past. It would not be a surprise if it occurred.	Event expected to occur once in the next two years.	30-60 percent
Likely	Event occurs from time to time.	Event expected to occur once in the next year.	60 - 90 percent
Almost Certain	Risk event is expected to occur.	Event expected to occur within the next three months.	More than 90 percent

What would be the CONSEQUENCES should an event occur

Negligible/ Insignificant	Minor	Moderate	Major	Extreme / Catastrophic
No injury/illness/time lost. Minor adjustment to operational routine.	No lost time injury. An injury requiring first aid or medical treatment.	An injury involving a temporary loss of function or a notifiable event (illness/injury requiring overnight inpatient hospitalisation, or a dangerous event requiring notification).	An event resulting in permanent loss of function or disability.	An event resulting in loss of life.

Indicate the LIKELIHOOD and CONSEQUENCE in the table below to establish the RISK RATING

LIKELIHOOD ↓	CONSEQUENCES →				
	Negligible/ Insignificant	Minor	Moderate	Major	Extreme
Rare	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Medium	High	High
Possible	Low	Medium	High	High	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Almost Certain	Medium	Medium	High	Extreme	Extreme

Risk Rating	Minimum Action Required (specific to safety risks)
LOW	Monitor to ensure no change to risk level occurs.
MEDIUM	Action required within one month.
HIGH	<ul style="list-style-type: none"> ⇒ Detailed risk assessment required. ⇒ Action required within one to two weeks (short and/or long-term controls). ⇒ Report in accordance with West Moreton Health (WMH) risk requirements ⇒ Report within one week to the local Work Safety and Wellbeing (WSW) Unit. ⇒ Long term control plan including detailed risk assessment required with management involvement/review.
EXTREME	<ul style="list-style-type: none"> ⇒ Immediate action required (short and/or long-term controls). ⇒ Work activity/component may be ceased/restricted until short term controls implemented to reduce risk level. ⇒ Report in accordance with WMH risk requirements. Report immediately to the local WSW Unit. ⇒ Long term control plan including detailed risk assessment required with senior management involvement/review.