**TAKE FIVE**

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| Task :      |
| Location:      | Date:      |



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| --- | --- | --- | --- |
|  | STOP! THINK THROUGH THE TASK | Yes | No |
| Do I fully understand the task and all equipment involved? | [ ]  | [ ]  |
| Do I have the right knowledge, training, licences and skills? | [ ]  | [ ]  |
| Do I have the right tools and equipment and is it fit for purpose? | [ ]  | [ ]  |
| Do I have the correct personal protective equipment for this task? | [ ]  | [ ]  |
| Will my task put anyone else’s safety at risk?  | [ ]  | [ ]  |
| Will other activities in the area affect me or put my safety at risk? | [ ]  | [ ]  |
|  | Does task involve any of these High Risk Tasks? | Yes | No |
| 1. Confined Space Drains, sumps, boilers, pits, tanks, cavities
 | [ ]  | [ ]  |
| 1. Hot Work Welding, grinding, oxy cutting electrical arching, open flames
 | [ ]  | [ ]  |
| 1. Excavation/ Penetration Trenching, digging, star picket driving, create hole into walls/floors
 | [ ]  | [ ]  |
| 1. Roof Access
 | [ ]  | [ ]  |
| 1. Work at/ above 2 meter height
 | [ ]  | [ ]  |
| 1. Could asbestos be present or disturbed
 | [ ]  | [ ]  |
| 1. Involve stored energies electricity, hydraulic, pneumatic
 | [ ]  | [ ]  |
| 1. Impact important services electricity, water, fire detection systems
 | [ ]  | [ ]  |
|  | Requirement for JSA and PTW |  |  |
|  |  |  |
| You have identified a high risk activity that requires JSA and PTW. |  |  |
| **Please complete JSA form and have Permit to Work authorised.** |  |  |
|  | Look for Hazards | Yes | No |
| 1. Atmosphere Weather extremes, high humidity, dust, dangerous gases, lack of oxygen
 | [ ]  | [ ]  |
| 1. Biological Bacteria, viruses, plants, mould, birds animals
 | [ ]  | [ ]  |
| 1. Chemical Acids, bases, heavy metals, solvents, poisons, particles, fumes, vapours
 | [ ]  | [ ]  |
| 1. Electrical Electrocution, faulty wiring, earthing points, static shock
 | [ ]  | [ ]  |
| 1. Environmental Poor lighting, loud noise, temperatures, poor ventilation
 | [ ]  | [ ]  |
| 1. External Traffic, other workers, students, general public
 | [ ]  | [ ]  |
| 1. Fire/ Explosions Open flames, combustible materials, electrical arching, chemical reactions
 | [ ]  | [ ]  |
| 1. Gravitational Slips, trips, falls, falling objects
 | [ ]  | [ ]  |
| 1. Manual Handling Position, level, lifting, pushing, pulling, twisting, arms above head, repitition
 | [ ]  | [ ]  |
| 1. Mechanical Abrasion, entanglement, crushing, stabbing, impact, suction, protrusion
 | [ ]  | [ ]  |
| 1. Pressure Air, water, gas, oil, vacuums
 | [ ]  | [ ]  |
| 1. Psycho-social Stress, violence, bullying, harassment
 | [ ]  | [ ]  |
| 1. Radiation Infra-red, lasers, X-ray, sealed source equipment/ units, UV, sunlight
 | [ ]  | [ ]  |
| 1. Thermal Cold/ Hot Surface, cold/ hot liquids, steam, friction
 | [ ]  | [ ]  |
|  |  |  |  |
|  | Make the Hazards Safe Refer below to the Hierachy of Control | Yes | No |
| Are all hazards removed or controlled? | [ ]  | [ ]  |
| Where needed, I’ve updated the SWMS for this task. | [ ]  | [ ]  |
| Do I feel alright about doing this task? | [ ]  | [ ]  |
|  | Complete Task |  |  |
|  |  |  |
|  | d |  |
| Further Help with Hazards |  |  |

Check for correct: Equipment & tools Information Permits Procedures and SWMS

Think about: Alternate methods Environmental impact Nearby equipment

Safe access/exit Task setup People systems affected



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| Identifying Hazards |  |  |
| Look: Above, Afar, Below, Close |
| What if it? |
| * Breaks
 | * Falls
 | * Leaks
 | * Spills
 |
| * Doesn’t fit
 | * Ignites
 | * Shifts
 |  |
| * Explodes
 | * Jams
 | * Slips
 |  |
| * Breaks
 | * Falls
 | * Leaks
 |  |
| What if its? |
| * Energised
 | * Poisonous
 | * The wrong one
 |  |
| * Hot
 | * Pressurised
 | * Too heavy
 |  |
| * Labelled incorrectly
 | * Sharp
 | * Too big/ small
 |  |
| What if I’m? |
| * Caught in
 | * Need help
 | * Too slow
 |  |
| * Confused
 | * Struck
 | * Uninformed
 |  |
| What if I? |
| * Inhale
 | * Make an error
 | * Touch
 |  |
| * Let go
 | * Need help
 | * Slip/ trip
 |  |
| Assess Hazard Risk Level |
| * What is the liklihood of this happening?
* What will be the consequence if it happens?
* Combine the answers to these two questions and you have your risk level.
 |
| Making a Hazard Safe (In order of effectiveness) |
| 1. **Eliminate.** Completely remove the hazard
2. **Substitute.** Swap the hazard for something less risky
3. **Isolate.** Separate the equipment/hazard/process from anyone who could be harmed
4. **Engineer**. Redesign the equipment/hazard/process to control the risk
5. **Administration.** Influence how others interact with the hazard. (barricading, signs etc)
6. **Personal Protective Equipment (PPE).** Use PPE to minimise injury from a hazard.

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| Complete Task |