**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 |