

# TAKE 5 – ON THE SPOT RISK ASSESSMENT

## Toolbox Talk

Toolbox Session  
More Learning Choices  
2020.09

This Toolbox Talk is to assist you in leading a discussion around *Take 5* at your site before starting any task safely.

This toolbox talk is to be delivered by all site managers or the delegate to all relevant Supervisors, Coordinators, Team Leaders, Workers and contractors.

### What is Take 5?

**Take 5** is an on the spot assessment of risk to assess work before commencing any task and to control potential hazards using hierarchy of controls.

In order to complete 'Take 5' we have developed a checklist – the checklist asks safety questions related to carrying out the task or job

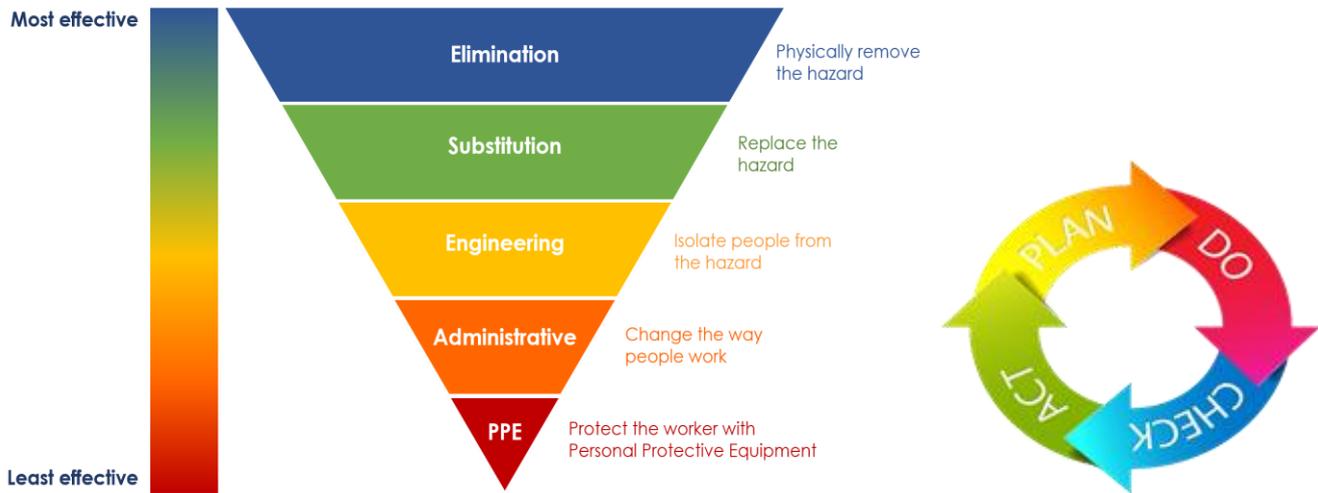
### Take 5 Process

Using the Take 5 tool that's relevant to your work site:

- **STOP & THINK** – scope and plan the task - think about the potential dangers associated with the task.
- **ASSESS** – Look around, what can you see that may cause harm, consider any possible threats of damage or injury
- **MAKE CHANGES** – develop actions/controls that need to be taken to minimize risk to yourself and others using the Hierarchy of Controls\* (**note: all hazards must be entered into RiskMan with a copy of the Take 5**)
- **SAFE TO WORK and MONITOR** - when all reasonable hazards have been adequately controlled, proceed with the job whilst monitoring for any new potential hazards. If it's not safe to start work safely– **STOP** and seek help

## Remember to be always on the lookout for Hazards.

\* Hierarchy of Controls



### Take 5 – On the spot Risk Assessment

#### Toolbox Talk Record

**Note:** Safety Toolbox Talk attendance can be captured within team meeting minutes with reference to a specific Toolbox Topic.

The below record sheet can be used for those who were unable to attend the team meeting to demonstrate that they have reviewed the Toolbox Topic separately.

**Further Note:** The safety toolbox talk is NOT a training tool. It's designed to raise safety awareness around specific safety topics and assists with encouraging conversation and reinforcing safety knowledge.

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Name of Site / Service:	
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Name	Signature	Date

