

TAKE 5 – ON THE SPOT RISK ASSESSMENT

For HOME
Toolbox Talk
05.05.2021

Toolbox Session
More Learning Choices

This Toolbox Talk is to assist you in leading a discussion around the implementation of the 'Take 5' process

The intent is that this Toolbox Activity is to be cascaded by all Operations Managers to all Portfolio Managers; Portfolio managers to HSS; and then HSS to all Support Workers

Once staff have signed off the toolbox keep on site and this will be evidenced for audit

What is Take 5?

Take 5 is a 'mindful' task, to take 5 minutes to conduct an on the spot assessment of risk, before commencing any new work task, outing or activity to identify and control potential hazards.

The 'Take 5' tool assists us to apply the hierarchy of controls to review our work tasks by triggering us to ask safety questions relevant to the task at hand.

The expectation is that all staff will complete the *Take 5* tools and Portfolio Managers will review them with sites on a regular basis.

Take 5 Process

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

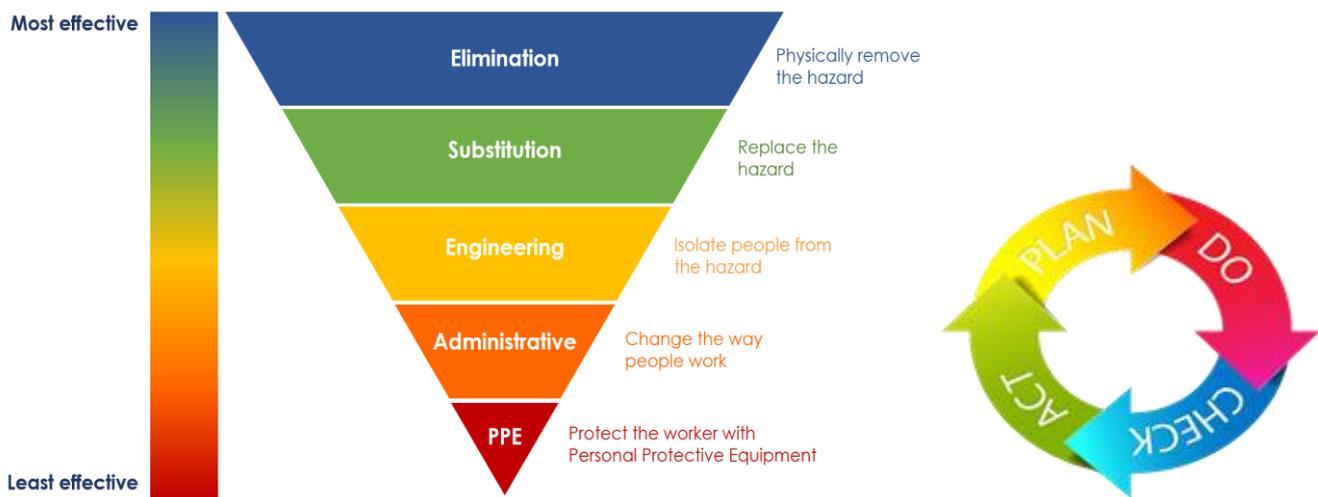
- **STOP & THINK** – scope and plan the task - think about the potential dangers associated with the task.
- **ASSESS** – Look around, what can you see that may cause harm, consider any possible threats of damage or injury
- **MAKE CHANGES** – develop actions/controls that need to be taken to minimize 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 tool. Take 5**)

completed tools that have not identified hazards can be filed on site and kept for 60 days. E.g. just keep the last 60 days and dispose of any that are greater than 60 days old).

- **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 tool can be found staff intranet Departments/safety then on the right under resources Take 5 - HOME

| HOME - PRE ACTIVITY TAKE 5 | | | | |
|---|--------------------------------------|--|--|---|
| ACTIVITY DESCRIPTION | | SIGNATURE | | DATE |
| NAME: | | | | |
| 1 & 2 | 3 | 4 | | 5 |
| STOP AND THINK | ASSESS | MAKE CHANGES | | SAFE TO WORK ? |
| RISK ASSESSMENT Have you CONSIDERED & CONTROLLED the following | YES/NO (please circle one) | If NO - what action are you taking to minimise risk to yourself and others ALL HAZARDS MUST BE ENTERED INTO RISKMAN (upload copy of this Take 5) | | NO (STOP DO NOT PROCEED. SEEK HELP) |
| Are you fit for work (feeling unwell, injuries, fatigue, stress, distractions)? | Yes No | | | YES |
| Can you carry out the required task(s) safely? | Yes No | | | |
| Have you considered the specific supports your customer requires for this activity? | Yes No | | | |

