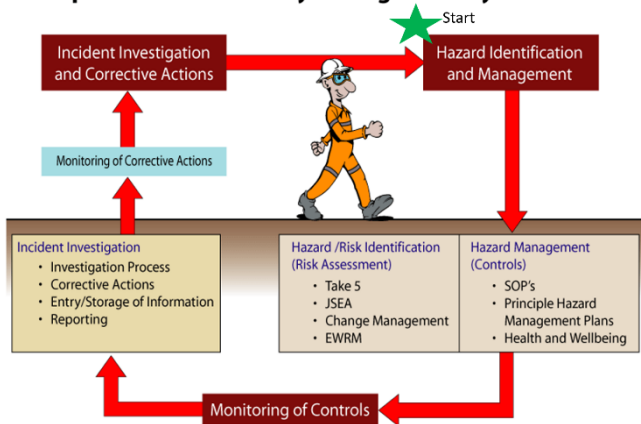


**Greetings all.** Today we are talking about a risk assessment tool called the *Take 5* booklet.

Risk assessment is an important aspect of the Safety Management System. It requires a combined effort to identify and analyse potential events that may negatively impact individuals, assets, and/or the environment; and making judgments on what level of risk is tolerable and what strategies can be employed to mitigate it.

### Components of our Safety Management System



The *Take 5* spiral bound pocket booklet is available from CICA and works through a systematic risk assessment process, taking 5 minutes to:

- Stop
- Think
- Identify
- Plan
- Proceed

**TAKE 5 PROCESS**

**1. Think through the task – have a clear plan in mind**

- Understand the task – Do you fully understand the requirements?
- Get the right People, tools, equipment and authority to proceed
- Think about the task from set up to finish? Do I have everything to complete this task safely?

**2. Spot the Hazard – Look Up, Look Down, Look Around**

Are the following Hazards around?

- Overhead powerlines
- Uneven ground
- Sharp edges
- Traffic & pedestrians
- Noise
- Will I harm myself or others from:
  - Dropped objects
  - Electricity
  - Leaks or discharges
  - Enters waterways
- What if I am:
  - Wrong
  - Caught on
  - Underneath
  - Not familiar
- What if they:
  - Don't understand
  - Drop or let go

**3. Assess the risk – what is the likelihood and consequence?**

Likelihood – How likely is this to happen?

Consequence – What is the outcome if this happens?

**4. Make the job SAFE – Control the Hazard and Make the Changes**

- Eliminate
- Separate
- Substitute
- Administeration
- PPE

**5. Do the job SAFELY!**

On the inside cover of the booklet is a process map. This provides an opportunity to 'stop' and 'think'. The examples move the user into a "Hazard Identification" mode of thinking and help avoid any "I didn't think of that" instances.

Risk Assessment is a proactive process, so it requires a focussed approach.

The next step is to 'identify' the risks associated with a particular task. The *Take 5* booklet works through this step by identifying which workers are at risk of exposure, and determining what sources and processes are causing the risk.

**TAKE 5**

Name: *Dunn's Twin City Cranes*

Location: *Snowy Mountain Hydro* Date: *20-3-20*

Task: *Clean out rocks from water tunnel*

**1. THINK THROUGH THE TASK**

	Yes	No	N/A
Do I understand the scope of the Task?	✓		
Do I understand each step of the Task?	✓		
Do I have the right tools & equipment?	✓		
Do I have the right PPE?	✓		
Do I have the right permits & approvals?	✓		
Have I got a clear plan in mind?	✓		
Am I fit for work?	✓		
Am I licensed, competent and authorised?	✓		

**DO NOT PROCEED if you answered NO to any above, contact your supervisor**

**2a. SPOT THE HAZARD**

	Yes	No	N/A
Have I checked the ground conditions?	✓		
Have I checked for overhead obstructions?	✓		
Have I complied with Isolate, Lock & Tag Out?	✓		

**DO NOT PROCEED if you answered NO to any above, assess the hazard**

**2b. SPOT THE HAZARD**

	Yes	No	N/A
Am I exposed to stored energy?	✓		
Are there any pinch points or line of fire?	✓		
Am I exposed to falling from height?	✓		
Will my task interact with others?	✓		
Will others interact with my task?	✓		

**DO NOT PROCEED if you answered YES to any above, turn over & nominate controls for each hazard**

**3. ASSESS THE RISK**

	Yes	No	N/A
Have I controlled all known Hazards?	✓		

**DO NOT PROCEED if you answered NO, contact your supervisor**

**4. MAKE THE JOB SAFE**

Implement all of the controls BEFORE THE JOB STARTS

**5. DO THE JOB SAFELY!**

Review the Task 5 after any breaks, if new personnel join the task, or if any changes in the job or environment occur

Once the risks are identified, we can then 'plan' what kind of control measures should be implemented and check the effectiveness of existing control measures.

The risk prioritisation matrix provides a framework for assessing the likelihood and the consequences of the hazard.

RISK RANKING					
Priority	Extreme		Moderate / High		Low
Consequences	Factor		Likelihood		Factor
First aid injury	1		Almost certain (e.g. weekly)		A
Medical Treatment injury	2		Unlikely (e.g. monthly)		B
Restricted Work injury	3		Possible (e.g. annually)		C
Lost Time injury	4		Unlikely (e.g. every 5-10 years)		D
Fatality / permanent disability	5		Rare (e.g. 10+ years)		E

Risk Prioritisation Matrix					
Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Significant	4 Major	5 Catastrophic
A - Almost Certain	H	H	E	E	E
B - Likely	M	H	H	E	E
C - Possible	L	M	H	E	E
D - Unlikely	L	L	M	H	E
E - Rare	L	L	M	H	H

Low	Proceed to Step 4 of Take 5
Moderate / High	Take 5 to be reviewed by TWO competent persons
Extreme	Complete formal risk assessment of task

This informs the decision to 'proceed'. Proceeding can take two paths, it could be to proceed with addressing the risk or it could be to proceed with the job, if the consequences or likelihood of the risk are on the insignificant and rare side of the scale.

There is plenty of information on this topic of risk management, but for a handy tool that fits into one's back pocket, that is user friendly and traceable – it is difficult to beat the convenience of the *Take 5* booklet.

If you would like to receive a free copy of the *Take 5* booklet to use, please email [take5@cica.com.au](mailto:take5@cica.com.au).

*Stay focused, Take 5, and Stay Safe -CICA*