

Greetings all and Happy New Year. Today's Bulletin is about starting the New Year with safety in mind.

The start of a new year is the perfect time to reaffirm a commitment to safe practices on-site.

As teams return to work after the holiday season, focusing on safety and reinforcing the importance of vigilance is essential.

A strong start sets the tone for a safe and productive year ahead.

Take 5 Safety Bulletin: Quick, Simple, and Effective

[Take 5 Safety](#) is a straightforward and highly effective risk assessment tool widely used across the construction industry to promote workplace safety and prevent accidents.

It's all about taking five minutes to pause, assess, and address potential hazards before starting a task. This simple procedure empowers workers to take an active role in their safety and the safety of those around them.

The 5-Step Process:

1. Stop and Think

Before diving into a task, pause and engage your mind.

Use this moment to make yourself aware of any potential hazards. Complete a Take 5 checklist before starting work or whenever conditions change.

Reflect on the environment, equipment, and any potential risks to yourself, your colleagues, and the worksite.

A Take 5 booklet can be used to document your name, location, and date and can prompt the critical questions:

Do you have the necessary permits, procedures, training, and personal protective equipment (PPE)?

Is your plan for completing the task clear and safe?

Then If any concerns arise, don't proceed until they're addressed.

2. Look and Identify

Inspect your surroundings and the task at hand.

Identify potential hazards that could affect you, others, equipment, or the environment.

Use your checklist to evaluate risks, and be diligent in recognising any factors that might compromise safety.

If you find bold box indicators on your checklist, stop and escalate the issue to your supervisor for resolution.

3. Assess the Risk

If hazards are identified, evaluate their risk level.

Use the Hazard Risk Rating Table to determine a risk score by analysing both the likelihood and severity of potential consequences.

High risks require immediate cessation of work.

Medium risks should be discussed with your supervisor, while low risks may proceed with agreed-upon controls in place.

This step ensures risks are understood and managed effectively.

4. Control the Hazard

Develop and implement measures to mitigate identified risks.

Document these controls in your Take 5 booklet.

Apply the Hierarchy of Controls to select the most effective solution—whether it's eliminating the hazard, substituting safer alternatives, or using PPE.

Double-check that the controls don't introduce new hazards, and update plans as needed.

5. Monitor Hazards

Stay vigilant as work progresses.

Monitor the effectiveness of the controls and remain alert to any changes in the environment or task that might introduce new risks.

If conditions change, revisit the Take 5 process to reassess and adapt as needed.



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Why Take 5 Works:

- **Accident Prevention:** By addressing hazards upfront, Take 5 significantly reduces the risk of accidents.
- **Safety Awareness:** It fosters a proactive safety mindset, encouraging workers to stay vigilant.
- **Employee Empowerment:** Workers play a direct role in ensuring their safety, fostering a sense of ownership.
- **Efficiency:** Taking a few minutes for safety can save hours of downtime caused by accidents.
- **Adaptability:** It provides a real-time risk assessment tool to address unforeseen changes in the work environment.

Beyond Take 5:

While Take 5 Safety is powerful on its own, it's most effective when combined with other safety protocols, such as Job Safety Analysis (JSA) or Safe Work Method Statements (SWMS) as they differ in their scope, application, and level of detail.

When used together, these measures create a comprehensive safety net.

There is value in using both methods complementarily to cover various aspects of workplace safety.

A few minutes spent on safety can prevent accidents, save lives, and improve workplace morale.

Safety starts with you. Take 5 for safety—every time, every task.

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