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SAFETY MEETING TAKE 5

TAKE FIVE is a personal planning tool developed to help all of us ensure that we perform even the most mundane of tasks without getting hurt. It is used to assist us in maintaining awareness of our environment at all times and aid in the identification and control of immediate hazards as we go about our day-to-day work.

There is any number of things that workers should consider BEFORE they start work:
- What is the job to be done?
- How many workers are there going to be available?
- What equipment and tools will we need?
- Will the weather have any impact on the job?

Examples of immediate hazards may include, but are not limited to:
- Worn tools or incorrect tool for the job;
- Worn, damaged or out of date PPE;
- Potential for slips, trips or falls;
- Poor housekeeping;
- Protruding objects;
- Sharp objects;
- Dropped objects;
- Worn, damaged electrical leads/cables;
- Out of test equipment;
- Inadequate height safety precautions.

Personnel doing work are responsible for carrying out TAKE FIVE and Supervisors are responsible for encouraging and communicating the TAKE FIVE process.

The TAKE FIVE process is:
- A process that identifies hazards while any task is underway;
- Based on “engaging the mind before the hands” or “Think before you Act”;
- Continuously monitor the environment through our senses, remember that getting too and from a task are part of the task;
- Recognise and address any emerging/existing hazards;
- The process allows for individual job planning;
- Individuals TAKE FIVE continuously throughout their day’s activities.

The process allows for the sharing of information. Group meetings before the commencement of work:
- Share information to identify conflicting work;
- Identify hazards that may be encountered during the work;
- Discuss previous experience/learnings with doing the same job;
- Group meetings at the completion of the day’s activities;
- Share learnings from the day’s events with workgroup and other personnel;
- Discussion with fellow workers during the course of the task.

The TAKE FIVE process involves:
- Scanning the environment and consciously identifying things that may hurt us

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- Look for trip hazards, protrusions and other hazards and consciously recognise them;
- Now that the hazard has been registered in our conscious mind it is easy to control or avoid it;
- Continue scanning while performing a task, consciously identifying your environment, be aware of anything changing around you;
- If you find yourself drifting into "autopilot" STOP and take a conscious look around you, refocus and continue work;
- Take the time before and after any task to identify any hazards.

Using a Risk Matrix

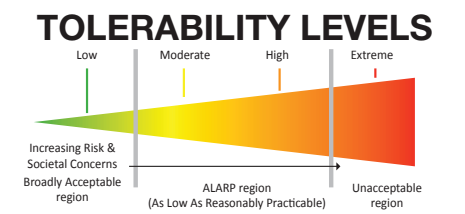
A Risk Matrix is used during risk assessment to define the various levels of risk as the product of the harm probability categories and harm severity categories. This is a simple mechanism to increase visibility of risks and assist decision making.

There are two dimensions to a risk matrix. It looks at how severe and likely an unwanted event is.

Risk Ranking Matrix		CONSEQUENCE / SEVERITY (C) Source - AS4360				
Likelihood		1 Catastrophic	2 Major	3 Moderate	4 Minor	5 Insignificant
A	Almost Certain	1 (Extreme)	2 (Extreme)	4 (Extreme)	7 (High)	11 (High)
B	Likely	3 (Extreme)	5(Extreme)	8 (High)	12 (High)	16 (Moderate)
C	Possible	6 (High)	9 (High)	13 (High)	17 (Moderate)	20 (Moderate)
D	Unlikely	10 (High()	14 (Moderate)	18 (Moderate)	21 (Low)	23 (Low)
E	Rare	15 (Moderate)	19 (Moderate)	22 (Low)	24 (Low)	25 (Low)

EXTREME	ALARP+	ALARP	LOW

As an example we will assess the risk of a person working in the vicinity of a forklift. The hazard is the moving forklift, the risk is that a person may be hit by the forklift. In this case a person being hit by a forklift could be seriously injured or killed so the consequence is at least '2. Major' and the likelihood is at least a 'B. Likely to occur'. In this scenario the risk using the matrix below is 2B—Extreme. This is called the 'raw risk'.



Level	Matrix Descriptor	Requirement
Extreme	Unacceptable	For existing risks: All avenues will be taken to manage the hazard or the activity will stop. A **written exception will only be given by Chief Executive Officer (CEO) or equivalent.** New activities with this risk ranking will not commence without CEO's (or equivalent) Approval.
High	ALARP+ (As Low As Reasonably Practicable)	Supplementary control measures will be sought and appraised to assess their 'responsible practicability'. Where the supplementary control measures do not pass the test of 'responsible practicability', then an additional review will be undertaken by a **Business Unit General Manager or equivalent** to confirm that further measures should not be implemented. "ALARP +' hazards are considered to be on the boarder of being unacceptable and will be given immediate priority.
Moderate	ALARP (As Low As Reasonably Practicable)	Risk is generally regarded as being tolerable but should be further mitigated if a net benefit in doing so can be demonstrated and / or there is an additional control measure which is recognised as 'best practice' in other relevant industries.
Low	TOLERABLE	The level of risk is acceptable and will be subject to continuous monitoring.

When the risk level has been determined action must be taken relative to the severity of the risk, to reduce the risk to an acceptable level. The action will depend on each organisations requirements, but we could use the following example:

Control measures need to be implemented using the hierarchy of controls. When the controls measures have been decided on , we can reassess the risk and quantify whether the controls are adequate.

In our example if we installed physical barriers, exclusion zones and high visibility clothing the new risk level would be '5. Insignificant' consequence and 'D. Likelihood' resulting in a 5D Low risk level.