

WHS Safety Focus – Take 5 to Reduce Injuries

The **Take 5** is a useful personal pre-task risk assessment that allows workers to identify and control hazards before starting a work task.



What are the five steps of the **Take 5**?

- 1) **STOP, STEP BACK, OBSERVE** - Take time to observe the tools, equipment, and work area.
- 2) **WALK THROUGH TASK** - Think about what you need to do the task, and whether you have these resources. This could include protective gear, equipment, training, or licences.
- 3) **IDENTIFY HAZARDS** - Think about how you or another person could be injured during this task. For example, cuts from sharp edges, burns from heat, or trips from a cluttered work area. Identify the hazards involved, think about how likely an injury would be, and the consequence of this potential injury (minor, moderate, severe).
- 4) **CONTROL & COMMUNICATE**- Use control measures, from the hierarchy of control, to eliminate or reduce the risk of injury. Discuss these controls with your supervisor.
- 5) **SAFELY COMPLETE THE TASK**- If the risk is appropriately reduced, follow the plan prepared and proceed to work safely. Make sure to reevaluate hazards and risks regularly.

What is the hierarchy of control?

The hierarchy of control is a system for managing workplace hazards, which ranks risk controls from the most to least effective.

- 1) **ELIMINATION** – Eliminating a hazard is always the preferred method of control. This could mean removing unnecessary clutter or a hazardous chemical from the work area entirely.
- 2) **SUBSTITUTION**- Substituting hazardous elements with those that are less hazardous can also be effective. For example, replacing an electrical tool with a battery-operated tool.
- 3) **ISOLATION** – Keeping a hazard away from people or equipment can also reduce risk.
- 4) **ENGINEERING** – Changes to the engineering of equipment, such as using machine guarding, can help provide further protection to workers.
- 5) **ADMINISTRATION**– Making changes to the way that people work is another way to reduce risk. For example, rotating tasks throughout the day to reduce fatigue.
- 6) **PERSONAL PROTECTIVE EQUIPMENT** – PPE can be used as a final option to protect workers from injury. This could include safety glasses, gloves, or flame-resistant clothing.

If you have any concerns or want more information about staying safe in the workplace, contact your ETC or email our WHS team at Aigts.safety@aigroup.com.au