

Select any numbered band on the familiar workplace TAKE 5 card to open only that step.




 **5 Step process that requires you to:**

- 1 Stop, step back and think** 
- 2 Identify the Hazard(s)** 
- 3 Assess the level of Risk** 
- 4 Control the Hazard(s)** 
- 5 Proceed Safely** 



1. Stop, step back and think

Pause before starting. Confirm what the task involves, where it will occur and whether anything is unclear or has changed.

TASK OR ACTIVITY

LOCATION

PRE-TASK STATUS

HAVE CONDITIONS CHANGED?

OPTIONAL NOTE - ONLY IF SOMETHING NEEDS ATTENTION

2. Identify the hazards

Choose the three hazards most relevant to this task. If more than three significant hazards apply, pause and use your organisation's full risk process.

PRIORITY HAZARD 1

WHO COULD BE AFFECTED?

PRIORITY HAZARD 2

CAN THE HAZARDS BE ASSESSED NOW?

PRIORITY HAZARD 3

3. Assess the level of risk

Use the risk matrix approved by your workplace. Do not guess a rating if the required matrix or information is unavailable.

LIKELIHOOD

CONSEQUENCE

INITIAL RISK RATING

WHAT HAPPENS NEXT?

4. Control the hazards

Eliminate the risk where reasonably practicable. If that is not possible, choose the highest effective control and confirm it is actually in place.

HIGHEST CONTROL BEING USED

CONTROL STATUS

BRIEF CONTROL DESCRIPTION

RESIDUAL RISK

APPROVAL OR ESCALATION

5. Proceed safely

Make a clear decision. If the task, controls or authority are uncertain, do not begin until the issue is resolved.

FINAL DECISION

WHO HAS BEEN INFORMED?

COMPLETED BY

DATE / SHIFT

IF CONDITIONS CHANGE: STOP, RETURN TO STEP 1 AND COMPLETE THE CHECK AGAIN.