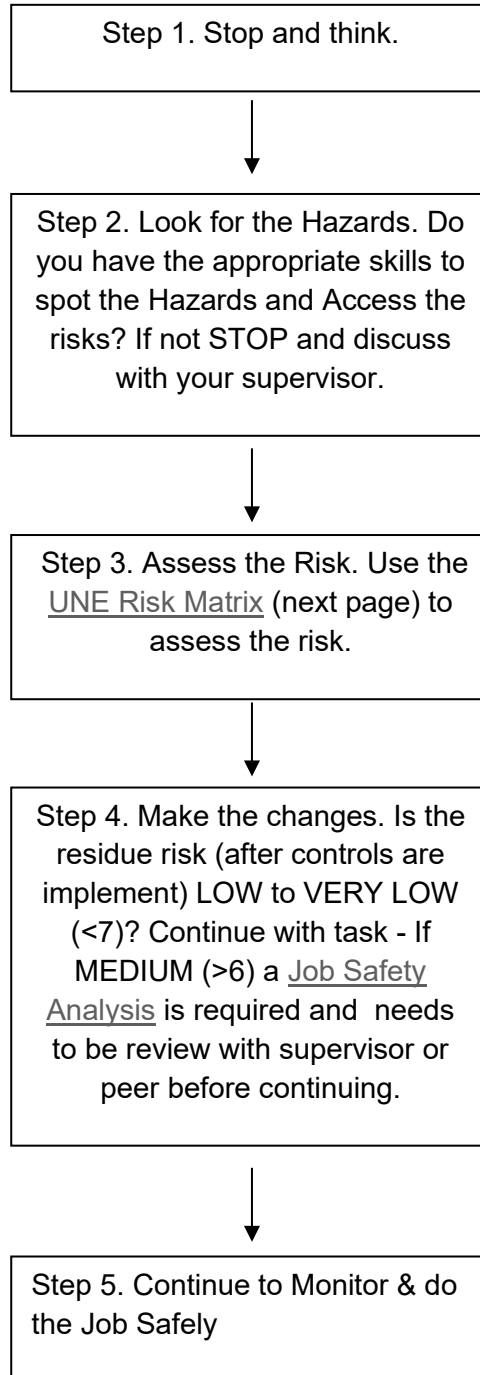


Take 5 for Safety Flowchart



For more information on how to complete Take 5
[Click here](#)

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F015	WHS OP008	4.0	8/04/2019	26/11/2025	1	26/11/2025

Risk Assessment Matrix					
Step 1 – Determine the Likelihood and Consequence					
Likelihood					
Consequence	Rare Likely to occur in very exceptional circumstances	Unlikely Could occur at some time	Possible May occur at some time	Likely Will probably occur or has happened before	Almost Certain Expected to occur
Insignificant No personal injury, no adverse outcomes	1-Very Low	2-Very Low	4-Low	7-Medium	11-Medium
Minor Minor injury (first aid treatment) and adverse outcomes	3-Very Low	5-Low	8-Medium	12-Medium	16-High
Moderate Serious injury (medical treatment) adverse outcomes	6-Low	9-Medium	13-Medium	17-High	20-Very High
Major Serious injury (long term absence) major adverse outcomes	10-Medium	14-Medium	18-High	21-Very High	23-Severe
Catastrophic Fatality or permanent impairment, government intervention	15-Medium	19-High	22-Very High	24-Severe	25-Severe
Step 2 – Determine the Risk Rating and Response Required					
Risk Rating	Response Required				
23-25 Severe	Highest Priority – stop work and implement controls immediately				
20-22 Very High	Requires urgent attention - temporary controls to be implemented in interim				
16-19 High	Requires urgent attention – plan for controls through consultation				
7-15 Medium	Requires attention – controls to be established through consultation				
4-6 Low	Requires monitoring - controls to be established through consultation				
1-3 Very Low	Requires monitoring				
Step 3 – Implement the Highest Control that is available					
Hierarchy of Controls					
Elimination	Highest - Physically remove the hazard – <i>This is not always possible</i>				
Substitution	Replace the hazard with something less hazardous – <i>eg: replace lead based paint with water based paint to lessen the risks</i>				
Engineering	Isolate people from the hazard by using engineering controls – <i>eg: install roll-over protection bars on a quad bike</i>				
Administrative	Administrative controls – <i>eg: procedures, training, maintenance programs, safety signage</i>				
PPE	Lowest - Personal Protective Equipment – <i>to be used in conjunction with other controls or as a last resort in isolation – eg: steel cap boots, gloves, eye/hearing protection</i>				

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F015	WHS OP008	4.0	8/04/2019	26/11/2025	2	26/11/2025

The Take 5 Process

STOP

- It is important to cut time before commencing the task to ensure that we have consider the all hazards associated with the task. A small investment in time will keep us safe.

Look for Hazards

- You need to be able to review the hazards associated with your task
- It is very import to understand your own qualifications and limitation to ensure you can complete an effective hazard identification and implement appropriate controls.
- If your task involves an area that you are not familiar with then you must obtain assistance by an appropriate person
- Examples of people you may have to call for assistance with the hazard identification/risk assessing are noted below. If you require assistance contact your supervisor first.
 - Chemist – Inorganic, Physical etc
 - WHS
 - Radiation officer
 - Mechanical engineer

Assess the Risk

- If you are confident that you have experience and knowledge required to assess the hazards you can now review the risks using the above Risk Matrix.
- If the residue risks are above 4 but less than 6 it would be worth verbally going through your task with a second appropriately experienced person noting the hazards and controls being proposed.
- If it is agreed that the task continues at less than 6 (low) you can proceed with the task.

Implement the Controls

- The task can now be completed in the manner reviewed with the controls that were determined.

Monitor the Task

- Be very vigilant that area, task and controls remain the same.
- If something does change STOP and review any changes to hazards or risk ranking. Add additional controls if required or stop the task if the risk increases to greater than 6 (Medium). Continue the task.
- If a risk score is above Medium (>6) a JSA is required to be completed.

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F015	WHS OP008	4.0	8/04/2019	26/11/2025	3	26/11/2025