

INTRODUCING Take 5

Steps to safety

A practical pocket sized book offering a real time safety assessment, helping you to implement good OHS practices at minimal expense.

Take 5 has been developed in conjunction with the Master Plumbers' and Mechanical Services Association of Australia (Vic) to meet legislation, regulations and codes of practice.

It's easy to use with free online training.



ACTION PLAN

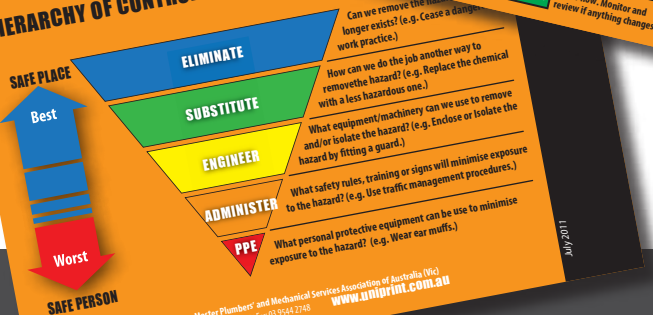
- 1 **Stop, step back and think**
- 2 **Identify the Hazard(s)**
For High Risk Construction Work refer to your SWMS, for the Common Hazards complete a condensed SWMS.
- 3 **Assess the level of Risk**
Referring to the 'Hazard Risk Rating Table'.
- 4 **Control the Hazard(s)**
Referring to the 'Hierarchy of Controls'.
- 5 **Proceed Safely**
Always follow your SWMS, if job tasks change or injury occurs go back to Step 1.

HIGH RISK CONSTRUCTION WORK

- High-risk construction hazards:
- Working at heights of more than 2 metres
 - Demolition
 - Removal or disturbance of asbestos
 - Diving
 - Trenches or shafts deeper than 1.5 metres
 - Temporary supports for structural alterations
 - Powered mobile plant
 - Explosives
 - Confined spaces
 - Tunnels
 - Tile-up or precast concrete
- or construction work that is in, or near:
- Electrical installations or services
 - Roads or railways in use by traffic
 - Water/liquids that pose a drowning risk
 - Telecommunications towers
 - Pressurised gas distribution mains or piping
 - Artificial temperature extremes
 - Contaminated or flammable atmospheres
 - Chemical, fuel or refrigerant lines
- Before starting work, a Safe Work Method Statement (SWMS) must be completed if your work involves any High Risk Construction Work or Common Hazards where someone's health and safety are at risk.

Likelihood Rating (How likely is the hazard to occur?)	Severity (How severe is the potential harm?)				
	1 Catastrophic Death/Disability	2 Major Hospitalisation	3 Moderate Medical treatment	4 Minor First Aid injury	5 Insignificant No threat of injury
A Certain to occur in most circumstances.	High risk	High risk	High risk	Medium risk	Medium risk
B Very likely Will probably occur in most circumstances.	High risk	High risk	High risk	Medium risk	Medium risk
C Possible Might occur occasionally.	High risk	High risk	Medium risk	Medium risk	Medium risk
D Unlikely Could happen at some time.	Medium risk	High risk	Medium risk	Medium risk	Medium risk
E Rare May happen only in exceptional circumstances.	Medium risk	Medium risk	Medium risk	Medium risk	Medium risk
High risk	Urgent! Do something about the risk immediately	Medium risk	Select and implement the most effective controls as soon as possible	Low risk	OK for now. Monitor and review if anything changes

HIERARCHY OF CONTROLS



FEATURES

- Take 5 steps action plan
- High risk construction work reference
- 11 Hazard type prompts
- 50 Real time safety analysis checklist/ safe work method statement forms
- 5 Incident/injury report forms
- Hazard assessment matrix
- Quick reference to hierarchy of controls.

Printed by UniPrint Pty Ltd

13 Edinburgh Street, Oakleigh South, Victoria 3167

Ph: 03 9543 7677 Fax 03 9544 2748