

Build something great™



Take Five for Safety

Use to identify AND control hazards before you start work.

1. Stop, look, walk around the task
2. Think about the task, have a clear plan
3. Identify and assess hazards that exist or may be created by the task and rate their risk levels
4. Control the risks and communicate
5. Do the task if low risk and keep a look out for changes

**Take Five – prove it safe
before you start work**



TABLE 1: Qualitative Measurement of the Max. Credible Outcome of an Event

Value	Description	Impact
1	Incidental	<p>Health: Illness or effect with limited or no impact on ability to function and treatment is not necessary.</p> <p>Safety: Injury such as First Aid, usually dealt with in house.</p> <p>Environment: No discernable impact or measurable impairment on habitat, species or natural environment (air, water, land).</p> <p>Regulatory: No risk of punitive actions, and any intervention limited to an observation.</p> <p>Community/Reputation: Isolated complaint from a local individual.</p>
2	Minor	<p>Health: Mild illness or health effect which requires some treatment and/or has some functional impairment but is usually easily medically manageable</p> <p>Safety: One or more injuries which require treatment by a medical professional or as a hospital outpatient, but are not serious (e.g. no time lost)</p> <p>Environment: Localised and measurable short term impact on habitat, species or natural environment</p> <p>Regulatory: Risk of punitive action unlikely, and any intervention limited to field report (or similar).</p> <p>Community/Reputation: Clustering of complaints, and risk of local media interest.</p>
3	Moderate	<p>Health: Illness or significant adverse health effect needing; a high level of medical treatment or management.</p> <p>Safety: One or more injuries which are serious enough to result in lost time, non permanent disabling injuries, or overnight hospitalisation as an inpatient.</p> <p>Environment: Localised and measurable medium term impact on habitat, species or natural environment.</p> <p>Regulatory: Formal intervention, typically issuing of an Improvement notice at a site, and unlikely to escalate if complied with. Fine up to AUD 100K (or equivalent) without criminal proceedings.</p> <p>Community/Reputation: Coordinated community concern at a local level, and limited local media coverage.</p>
4	Major	<p>Health: Illness or chronic exposure resulting in significant life impacting effects.</p> <p>Safety: Minor permanent disabling injury e.g. loss of finger(s) or extended temporary impairment and/or hospitalisation.</p> <p>Environment: Extensive and measurable medium term impact on habitat, species, or natural environment.</p> <p>Regulatory: Formal, high level intervention (e.g. prohibition notice) at a site, and risk of further interventions at other sites. Significant fine or penalty likely for Corporate (greater than AUD 100K or equivalent).</p> <p>Community/Reputation: Community alarm at regional level, and adverse and longer running local/regional media coverage.</p>
5	Severe	<p>Health: Serious illness or chronic exposure resulting in fatality or significant life shortening effects.</p> <p>Safety: Death or significant permanently disabling injury e.g. blindness, loss of hand(s), quadriplegia.</p> <p>Environment: Destruction of important populations of habitat, species, or natural environment.</p> <p>Regulatory: Significant prosecution action, including risk to Company Officers.</p> <p>Community/Reputation: Widespread community unrest and/or adverse national/international media coverage.</p>

TABLE 2:
Qualitative Measurement of How Likely or Probable the Consequence Will Occur

Level	Consequence	Outcome Description
1	Rare	The consequence is not expected in Boral / Has never been heard of in the Industry.
2	Unlikely	The consequence is possible in Boral / Has occurred in the Industry.
3	Possible	The consequence is possible at a Boral workplace at some time in the foreseeable future (next 10 years) / Has happened at Boral in past 10 years / Occurs annually within the Industry.
4	Likely	The event is expected at a site/local level in the foreseeable future (next few years) / Occurs within Boral more than once per year.
5	Almost Certain	The event is expected to occur several times a year at a site/local level.

TABLE 4: Hierarchy of Control

Control	Description/Example
1 Elimination	Is there a need to use the plant, process or substance that created the risk?
2 Substitution	Can the hazardous item be substituted with another item that has less risk?
3 Isolation	Can the hazard be isolated from the person (e.g. machine guards)?
4 Engineering	Can the risk be minimised by redesigning the plant, substance or process (e.g. mechanical lifting aids, exhaust ventilation)?
5 Administrative	E.g. job rotation, SOP, training and signs.
6 Personal Protective Equipment (PPE)	The least-desirable method which shall only be used in combination with other controls or if other controls are not suitable. PPE shall have it fitted correctly and be trained in its use and maintenance.

TABLE 5: Priority for Action

Risk Level	Action
E - Extreme Risk	Intolerable. Stop and seek specialist advice. Immediate interim risk reduction required.
H - High Risk	Tolerability to be endorsed by management. Additional long term risk reduction required.
M - Medium	Tolerable, provided risk is ALARP (As Low As Reasonably Practicable).
L - Low Risk	Tolerable and continual improvement required.

Are there hazards that could cause harm?

Refer to hazards listed below.

How will you control the risks?

Implement controls to reduce the risk to as low as reasonably practicable.

Use the Hierarchy of Control—Elimination—Substitution—Isolation—

Engineering—Administrative—PPE.

Always monitor and maintain controls.

Watch out for any changes in conditions that may make the controls ineffective.

Make immediate changes to ensure safe work task/environment. Clean up and

make safe when the task is completed.

TABLE 3: Qualitative Risk Matrix – Levels of Risk

Consequence Likelihood	Incidental (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	M	H	E	E	E
Likely (4)	M	M	H	E	E
Possible (3)	L	M	H	H	E
Unlikely (2)	L	L	M	H	H
Rare (1)	L	L	L	M	M

No.	Hazard (circle)				
1	Atmosphere	Flammable	Contaminated	Dusty	
2	Chemical	Reaction	Absorb/Ingest/Inhale	Spill	Burn
3	Electrical	High Voltage	Overhead	Underground	Leads
4	Environment	Wind	Rain	Hail/ Snow	Fog
5	General	Bites/Stings	Sharp edges	Vibration	Body of water
6	Gravity	Slip or Trip	Fall from height	Falling objects	
7	Manual Handling	Twisting/Grip	Lift Lower	Push/Pull	Weight/Shape
8	Light	Too dark	Too bright	Poor visibility	
9	Mechanics	Struck by	Strike against	Caught between	Caught in
10	Noise	Continuous	Intermittent	Impact	Environmental
11	Pressure	Air	Fluid	Gas	
12	Propulsion	Flying object	Ejected object		
13	Radiation	UV	Radioactive	Laser	Infra-Red
14	Thermal	Hot Env.	Cold Env.	Cold surface	Hot surface
15	Traffic	Pedestrians	Vehicles	Mobile plant	Speeding
16	Other	Asbestos			

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Process Flow

