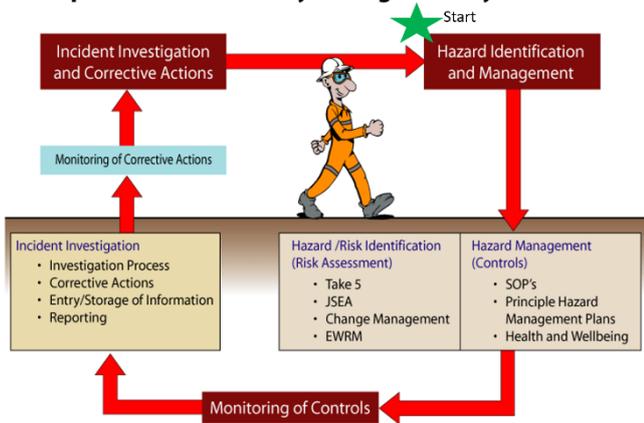


Greetings all. Today we are talking about a risk assessment tool called the *Take 5* booklet.

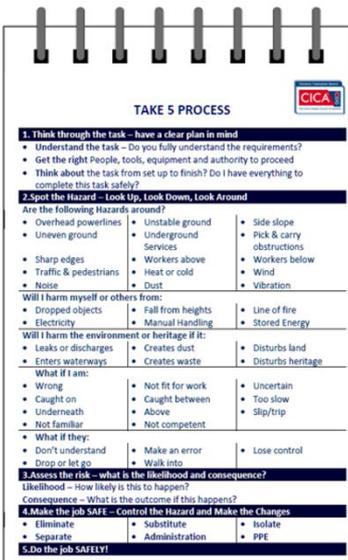
Risk assessment is an important aspect of the Safety Management System. It requires a combined effort to identify and analyse potential events that may negatively impact individuals, assets, and/or the environment; and making judgments on what level of risk is tolerable and what strategies can be employed to mitigate it.

Components of our Safety Management System



The *Take 5* spiral bound pocket booklet is available from CICA and works through a systematic risk assessment process, taking 5 minutes to:

- Stop
- Think
- Identify
- Plan
- Proceed



On the inside cover of the booklet is a process map. This provides an opportunity to ‘stop’ and ‘think’. The examples move the user into a “Hazard Identification” mode of thinking and help avoid any “I didn’t think of that” instances.

Risk Assessment is a proactive process, so it requires a focussed approach.

The next step is to ‘identify’ the risks associated with a particular task. The *Take 5* booklet works through this step by identifying which workers are at risk of exposure, and determining what sources and processes are causing the risk.

Once the risks are identified, we can then ‘plan’ what kind of control measures should be implemented and check the effectiveness of existing control measures.

The risk prioritisation matrix provides a framework for assessing the likelihood and the consequences of the hazard.

RISK RANKING					
Priority	Extreme		Moderate / High		Low
Consequences	Factor		Likelihood		Factor
First aid injury	1		Almost certain (e.g. weekly)		A
Medical Treatment injury	2		Likely (e.g. monthly)		B
Restricted Work injury	3		Possible (e.g. annually)		C
Lost Time injury	4		Unlikely (e.g. every 5-10 years)		D
Fatality / permanent disability	5		Rare (e.g. 10+ years)		E
Risk Prioritisation Matrix					
Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Significant	4 Major	5 Catastrophic
A - Almost Certain	H	H	E	E	E
B - Likely	M	H	H	E	E
C - Possible	L	M	H	E	E
D - Unlikely	L	L	M	H	E
E - Rare	L	L	M	H	H
Low	Proceed to Step 4 of Take 5				
Moderate / High	Take 5 to be reviewed by TWC competent persons				
Extreme	Complete formal risk assessment of task				

This informs the decision to ‘proceed’. Proceeding can take two paths, it could be to proceed with addressing the risk or it could be to proceed with the job, if the consequences or likelihood of the risk are on the insignificant and rare side of the scale.

There is plenty of information on this topic of risk management, but for a handy tool that fits into one’s back pocket, that is user friendly and traceable – it is difficult to beat the convenience of the *Take 5* booklet.

If you would like to receive a free copy of the *Take 5* booklet to use, please email take5@cica.com.au.