



# “Take 5”

## Toolbox Talk

### Group Managing Director Message

For me there always needs to be much greater emphasis placed on the human impact of health and safety and I’m therefore asking you to have this specific aspect in your mind at all times when on a site, in the office or whilst travelling in your role, maintaining your own personal safety, those of your colleagues and those beyond the boundaries of the workplace.

As the video you hopefully have already seen highlights, we must all recognise the importance and impact a serious incident would have on all our lives.

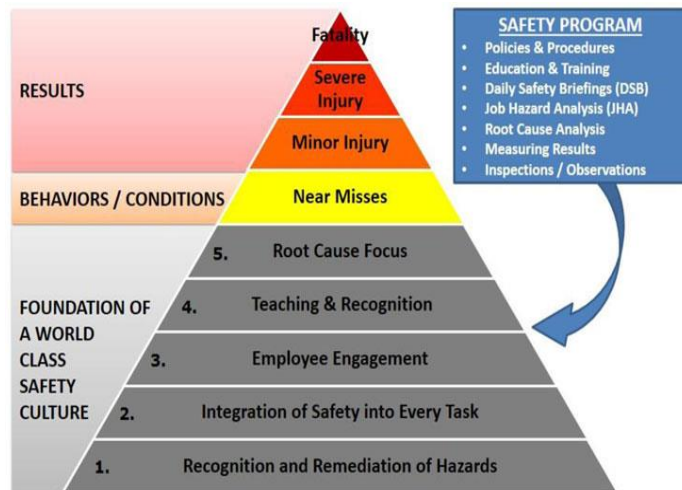
With the above in mind please try to be aware of what is going on in and around your work environment.

Our ‘Don’t Walk By’ initiative encourages everyone to highlight any health and safety concerns they may have or report any hazards they may see.

Thank you for working with us to maintain the safety of everyone.

### Reason

The accident triangle, also known as Heinrich's or Bird's triangle, is a **theory of accident prevention**. It shows a relationship between serious accidents, minor accidents and near misses and proposes that if the number of minor accidents is reduced then there will be a corresponding fall in the number of serious accidents.



### Outline

“Take 5” is a way that the RO Group are using to reduce the risk of accidents. The intention is to take a few minutes (the most five) to look at the task a worker or a team of workers are about to carry out in five easy steps.

WHY? it is a common fact that most accidents in the construction industry are as a result of poor planning, incorrect or faulty equipment, or working under pressure. The construction industry has a ‘CAN DO’ attitude, and we ‘MUST’ get the job done. Great but let’s TAKE 5 and do it safely.

## Toolbox Talk

### 1. STOP Think through the task

- Before you start, think about the task, and ask yourselves
- Are we trained and competent, do we have the correct training and certificates
- Have we got the correct tools and are they in good condition and the guards in place
- Do we have the correct permits, Hot works / step ladder/ Access
- Correct lifting equipment and attachments
- Have we got the correct PPE. Hats, gloves, dust, masks hearing and eye protection

### 2. LOOK for the Hazards

- Think about what might go wrong or could cause injury or damage
- Could we fall
- Could an item fall
- Could something collapse
- Can we get there safely, ladder access or stairs provided
- Do we need a handrail or barriers.

### 3. ASSESS The hazards

- Are the safety arrangements sufficient
- Do all the team understand their part in conducting the task safely
- Are other contractors or members of the public at risk
- Are we lifting correctly do we need help

### 4. MAKE the Hazards SAFE

- Ensure the handrails are in place
- Ensure the access is safe
- Ensure the working platform or work areas are clear of trip hazards
- Ensure the tools have been maintained and inspected
- Ensure barriers are in place
- Use the safety equipment and PPE provided

**5. STOP: if you cannot work safely and tell your supervisor or the Site manager about your concerns**

## Follow up

- Discuss the task that those present are currently undertaking – look at the Risk Assessment
- Ask any questions
- Each supervisor to test 'Take 5' principals at least once within the next week.

**TAKE 5**  
Construction checklist

- 1 STOP! Think through the task**
  - Am I clear on what the task is?
  - Do I have the required skills, training, and licenses for the task?
  - Is all my equipment and tools correct and in good working order?
  - Do I have the necessary permits for the task?
  - Do I have the correct personal protective equipment?
- 2 Look for hazards**
- 3 Assess the hazards**
- 4 Make the hazard safe**
  - Have I removed the hazards and/or implemented effective controls?
  - Can I complete the task safely?

**5 If answering NO to any of these questions, STOP! and see your Supervisor.**

If you are unsure of anything **STOP!** and discuss with your Supervisor or the Site Manager.

**DON'T WALK BY** 

