

Take 5 checklist

Name		Date / time	
Task		Location	
Supervisor		Permit / JSA / SWMS ref.	

1. Stop

Stop before you start. Step back from the task and think it through.

I know what the task involves	☐ Yes	☐ No / N/A
I have the right tools, permits and training	☐ Yes	☐ No / N/A

2. Look

Look around the work area, above and below you.

Overhead hazards (powerlines, falling objects)	☐ Yes	☐ No / N/A
Slips, trips and uneven ground	☐ Yes	☐ No / N/A
Moving plant, vehicles or people	☐ Yes	☐ No / N/A
Chemicals, dust, fumes or noise	☐ Yes	☐ No / N/A
Energy sources isolated (electrical, stored pressure)	☐ Yes	☐ No / N/A
Weather and lighting	☐ Yes	☐ No / N/A

3. Assess

How could someone be hurt? How likely, and how bad?

Risk is low and controls are in place	☐ Yes	☐ No / N/A
Risk needs extra controls before I start	☐ Yes	☐ No / N/A

4. Control

Put controls in place, starting at the top of the hierarchy.

Hazard removed or isolated	☐ Yes	☐ No / N/A
Barriers, guards or exclusion zone set up	☐ Yes	☐ No / N/A
Right PPE worn and in good condition	☐ Yes	☐ No / N/A

5. Proceed safely

Start only when it is safe. Keep watching for changes.

I would be comfortable with my supervisor watching this	☐ Yes	☐ No / N/A
If things change, I will stop and redo this Take 5	☐ Yes	☐ No / N/A

Hazards found and controls used

Hazard	Control

If you answered No to any check and cannot control it, do not start. Talk to your supervisor.

Worker signature: _____ Supervisor sighted: _____