

Background

Current Work Health & Safety (WHS) legislation requires the identification of potential hazards, the assessment of risk of the hazard and the development of controls to eliminate or minimise the risk in the workplace.

When working on Airport Development Group (ADG) work sites this can be achieved by using the following control measures:

- SWMS
- Task-based risk assessment (Take 5 – this procedure)

Scope

This procedure applies to all ADG staff and contractors that may conduct work activities with the potential to cause harm or damage on ADG sites. This procedure or an equivalent method of task-based risk assessment must also be conducted by all ADG stakeholders.

ADG may from time to time ask their stakeholders to demonstrate how they are meeting the intent of this procedure for their work activity with the potential to cause harm or damage.

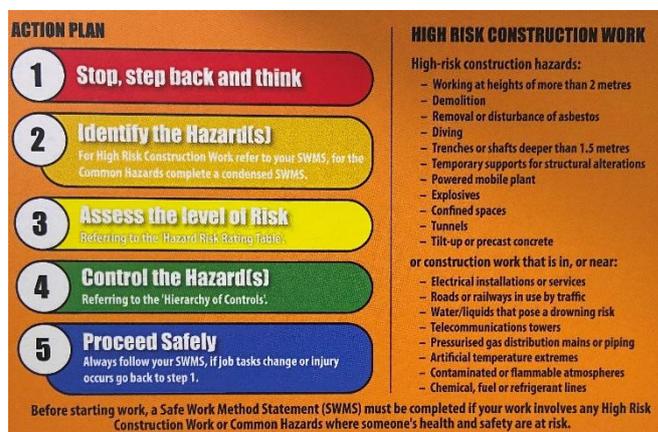
Definitions

For the purposes of this procedure the following definitions apply:

Work activity with the potential to cause harm or damage

May include - working at heights (including ladders), manual handling, using flammable materials, chemicals, powered mobile plant, electrical work (on or near), work near roads or water, towers, pressurised piping, temperature extremes, demolition, asbestos, excavations, explosives, confined space, refrigerant lines or any work activity that may cause harm or damage.

See examples inside cover of Take 5 booklet below:



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
- Tilt-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.

Hazard	A hazard is something in, or that may be in the work environment that has the potential to cause harm (injury, illness, including psychological illness or death) to a person
Risk	The chance or likelihood that a hazard will cause harm to a person.
Control	A thing, work process or system of work that controls the WHS or environmental hazard or risk.
Safe Work Method Statement (SWMS) is a legal document	<p>A written document that identifies:</p> <ul style="list-style-type: none"> • high risk construction work activities to be carried out at a workplace, • hazards and risks to health and safety arising from these activities, • measures to be implemented to control the risks; and • how the control measures are to be implemented, monitored and reviewed. • Who is responsible and accountable for the HRCW
Take 5 – Risk Assessment	<p>Is an activity that takes place on ADG sites before work activity with the potential to cause harm or damage are undertaken & consists of documenting the action plan including:</p> <ul style="list-style-type: none"> • Stop, step back & think – about the task before starting, • Identify the hazards, • Assess the risk, • Control the risk, • Proceed safely.
Task-based risk assessment (TBRA)	Is a basic risk assessment undertaken by ADG stakeholders prior to conducting work activity with the potential to cause harm or damage. A TBRA is normally a documented process.

Legal & other requirements

- Work Health & Safety (National Uniform Legislation) Act & Regulation 2011
- All subordinate legislation & Codes of Practice relating to the above

In determining the risk assessment, the Hazard Risk Rating Table, on your Take 5 document, can be used to determine whether the risk is High, Medium or Low (Fig C refers). The risk assessment process considers the potential Likelihood of an event occurring and the potential Consequence of an event occurring.

		Consequence Rating (How severe is the potential harm?)				
		1	2	3	4	5
		Catastrophic Death/Disability	Major Hospitalisation	Moderate Medical treatment	Minor First Aid Injury	Insignificant No threat of injury
Likelihood Rating (How likely is it to happen?)	A Certain to occur Expected 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	Medium risk	Medium risk	Medium risk
	C Possible Might occur occasionally.	High risk	High risk	Medium risk	Medium risk	Low risk
	D Unlikely Could happen at some time.	Medium risk	Medium risk	Medium risk	Low risk	Low risk
	E Rare May happen only in exceptional circumstances.	Medium risk	Medium risk	Medium risk	Low risk	Low risk

High risk Workplace Manager agrees with control(s).
 Medium risk Workplace Supervisor agrees with control(s).
 Low risk Tradesperson in charge agrees with control(s).

Fig C – Take 5 Hazard Risk Rating Table

Step 4 - Control the risk

Have the identified hazards & risk controls been considered in a SWMS or a standard operating procedure or equivalent other method to ensure all workers are:

- Competent to do the task
- Adequately resourced to do the task
- Have considered people, infrastructure & operations will not be affected by the work activity.

The identified controls should be documented on the Take 5 document (Fig B refers).

Step 5 - Proceed safely

Once Steps 1 to 4 have been assessed and documented the work can commence.

Monitoring the process

Workers that have been issued with a Take 5 booklet should retain this booklet until completed & then be return it to the ADG Health and Safety Manager for filing and analysis of the data.

This information will assist us to track and monitor safety issues and trends that may warrant extra safety programs or training.

The ADG Health & Safety Manager may audit the use of Take 5 or equivalent TBRA's from time to time to ensure the system is continuing to make a difference to our safety culture or to make changes to the system to ensure that it does. The focus will be on quality of the Take 5's and not a tick & flick numbers game.

Training

There will be training provided for all users of the Take 5 system.

The End