

TAKE 5 – GOOD TO GO

Instruction

- Is the job description clear and understood by all?
- Have you received all necessary information?
- Is there a time frame and is it realistic?
- Do you have any questions or suggestions regarding the job?

Risk management

- Have you identified potential risks and preventive measures?
- Have you identified “what if” situations that could cause a potential risk?
- Have you overlooked or forgotten anything of importance?
- Are you aware of the importance of TAKE 5 to be updated regularly on any changes?

People

- Are you sufficient people to handle the job safely?
- Do you have sufficient knowledge or experience to handle the job safely?
- Have you discussed the teamwork, including responsibilities and communications?
- Do you all feel safe and comfortable about the job?

Equipment

- What equipment is necessary to complete the task safely?
- Is the equipment ready and in good working order?
- Are you familiar with the correct use of all equipment?
- Do you have any questions or suggestions regarding the equipment?

Workplace

- Is the workplace tidy and free of unnecessary obstructions?
- Is the workplace sufficiently illuminated?
- Do you need to set up warnings, covers or fences to prevent others from getting hurt?
- Is there any ongoing work in the area that can cause any obstruction or conflict?

Take 5 shall be an integrated part of your everyday thinking during work. Take 5 is applied, controlled and managed by the individual at all times.

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