

Back to Basics in Risk Management Take 5 and JSA



At OTML our front-line risk management tools are the Take 5 and Job Safety Analysis (JSA).

TAKE 5

The Take 5 is a personal risk assessment tool that prompts you to take five minutes to plan how to do a job safely. In other words: **Take 5: Stay Alive.**

Do a Take 5 before starting any task and during the task when there is a change in conditions (e.g. starts to rain).

HOW TO DO A TAKE 5

1. Stop - Take 5 minutes to plan for safety.

1. Stop

2. Think - About the task you are going to do, the tools, materials and equipment and you will use, and the environment you will be working in.

2. Think

3. Identify - The hazards and potential risks you could face while doing the task.

3. Identify

4. Plan - How you will do the task safely and what controls you need to put in place. Do the controls introduce new hazards? How will you control these?

4. Plan

5. Proceed - With the task ONLY when you are sure you can do it safely.

5. Proceed

If conditions change - Do another Take 5 to check that the controls are still working effectively.

For more information click [here](#) to watch the **TAKE 5** and **JSA VIDEOS** on the OTML Intranet.



Doing a Take 5

Signing onto a JSA



JOB SAFETY ANALYSIS (JSA)

Do a JSA for any one off, non-routine, potentially high risk tasks, that do not have a safe work procedure (SWP).

If you are working in a team, encourage all team members to help identify hazards and controls involved in the task, and to contribute to the JSA.

HOW TO DO A JSA

1. Determine the task that needs to be done.
2. Break the task into steps.
3. Identify the hazards and risks for EACH step.
4. Assess and rate each risk using the Risk Matrix.
5. Identify controls for EACH risk, starting with the most effective control (elimination) from the Hierarchy of Controls.
6. Get your Supervisor to confirm and authorise the JSA. Leave a copy of the JSA with your supervisor and take another copy back to the job.
7. EVERYONE involved in the task must read, understand and sign onto the JSA before the task can start.

All controls listed on the JSA must be in place, and working effectively, before the task can begin.

If you do not understand, or agree with the requirements in the JSA, DO NOT sign it and don't start work. Seek clarification from your supervisor and only start the task when you are confident that it can be done safely.

REMEMBER:
Take 5 and Stay Alive!
A JSA can save the day!





BEFORE EVERY TASK

DO A TAKE 5



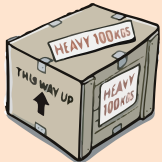
1. STOP

Take 5 minutes to plan for safety



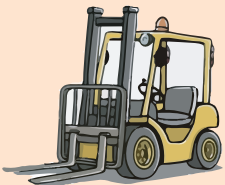
2. THINK

About the task you are going to do



3. IDENTIFY

The hazards and potential risks you could face

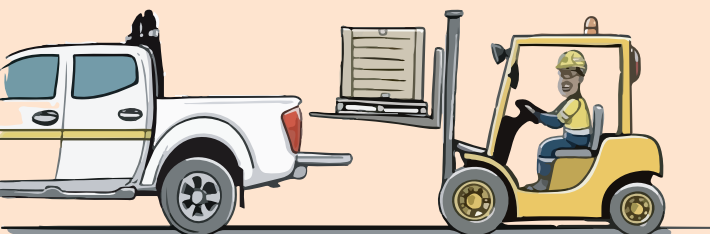


4. PLAN

How you will do the task safely

5. PROCEED

When you are sure you can do it safely



BEFORE A NON-ROUTINE, HIGH-RISK TASK

DO A JSA



STEP ONE

Identify the task



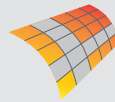
STEP TWO

Break the task into steps



STEP THREE

Identify the hazards involved in each step



STEP FOUR

Determine the risk using the risk matrix



STEP FIVE

Identify controls for each risk using the Hierarchy of Controls



STEP SIX

Have the supervisor confirm and authorise the JSA

| OK TEDI MINING | | JOB SAFETY ANALYSIS | |
|------------------------------------|--|---------------------|--------------|
| Description of the job | | JSA Control No. | Version No. |
| Changing a flat tyre | | Effective Date | 02/22/2017 |
| Highest ranked risk before control | | Work Order # | |
| Highest ranked risk after control | | Date | 02/23/2017 |
| Equipment Name | Vehicle/Access | Site | Name |
| Equipment No. | Vehicle/Access | JSA Team Member | Signature |
| Area | Plant Site | Driver | Robert-Liam |
| Tools | Wrench, Brice, Hydraulic Jack, Support Stand | Mechanic | Charlie Alou |
| Supervisor | | Signature | Alan |



SUPERVISOR



STEP SEVEN

Sign on