

# SAFETY IS EVERYONE'S RESPONSIBILITY

TAKE 5 TO PROTECT YOURSELF AND YOUR TEAMMATES

**BEFORE** YOU BEGIN A TASK,  
**DURING** A TASK AND  
**AFTER** A TASK



## 1. **STOP**

Engage your mind before your hands.

## 2. **THINK**

Consider the task.

## 3. **LOOK**

Look for existing and potential hazards, and assess their risk levels.

## 4. **CHOOSE**

Choose the most effective way to remove or reduce risks.

## 5. **ACT**

Make the changes to do the job safely and keep a look out for changes.

## WHY TAKE 5?

This quick and informal risk assessment helps you to:

- identify hazards step by step
- prevent incidents and injuries
- take control and stay involved in your own safety.

For more Workplace Health & Safety tools and information visit [eml.com.au/resources](http://eml.com.au/resources)

