pointCPD

Take 5 safety checklist

Stop. Look. Assess. Control. Proceed.

Complete before starting a task and again whenever the task, the location or the conditions change. If you answer no to any question in step 5, do not start. Talk to your supervisor.

1. Stop: the task

Name		**Date and time**	
Company		**Site**	
Task I am about to do			
Location on site			

2. Look: hazards in and around my work area

#	Check	Yes	No	Details
Around me				
1	Working at height, near an edge, opening or penetration	☐	☐	
2	Overhead powerlines, services or loads	☐	☐	
3	Unstable ground, excavation or trench nearby	☐	☐	
4	Mobile plant or vehicles moving nearby	☐	☐	
5	Other trades working above, below or beside me	☐	☐	
6	Slips, trips or poor housekeeping	☐	☐	
The task				
7	Hazardous materials, dust or fumes (including silica or asbestos)	☐	☐	
8	Electrical equipment or live services	☐	☐	
9	Heavy, awkward or repetitive lifting	☐	☐	
10	Hot work, sparks or ignition sources	☐	☐	
11	Noise or vibration	☐	☐	
12	Weather: heat, wind, rain or poor light	☐	☐	

3. Assess and 4. Control

Hazard	Risk (L / M / H)	What I will do about it	Risk after (L / M / H)
EXAMPLE *Plasterer working on the floor below my scaffold*	*H*	*Agree with the plasterer to clear the area, set barrier and sign below, use tool lanyards*	*L*

Hazard	Risk (L / M / H)	What I will do about it	Risk after (L / M / H)

Controls in place before I start

- ☐ Area barricaded or signed
- ☐ Isolation done and tagged
- ☐ Right access equipment set up
- ☐ Tools and leads inspected
- ☐ PPE on and fitted
- ☐ Permit in place (if needed)
- ☐ SWMS or JSA read and signed
- ☐ Supervisor aware of the task
- ☐ Help arranged for heavy lifts
- ☐ Other: _____

5. Proceed: final check

#	Check	Yes	No
1	I know how to do this task safely and I am trained and competent for it	☐	☐
2	I have the right tools, equipment and PPE, and they are in good condition	☐	☐
3	All hazards I found are controlled	☐	☐
4	I know what to do in an emergency and where the first aid kit is	☐	☐
5	I would be comfortable if my supervisor watched me do this task now	☐	☐

Sign-off

My signature		Supervisor sighted (optional)	