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Document Title	Personal Risk Assessment (Take 5) Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring workers identify hazards, assess risks and implement appropriate controls before commencing work activities.

This procedure establishes the requirements for completing Personal Risk Assessments (Take 5) and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all Brendan McKenna Earthmoving employees, contractors and subcontractors undertaking work activities on behalf of the company.

The Take 5 process applies to operational activities where workers are required to stop, identify hazards, assess changing conditions and confirm suitable controls are in place before commencing or continuing work.

Responsibilities

Role	Responsibilities
Director	Ensure appropriate systems and resources are available to support effective risk management processes.
Operations Manager	Monitor the Take 5 process, review identified hazards and ensure corrective actions are addressed where required.
Health & Safety Representative (HSR)	Support worker consultation and assist with reviewing hazards or safety concerns identified through Take 5 assessments where required.
Supervisors	Ensure workers understand and complete Take 5 assessments and assist with additional controls where required.
Employees / Contractors	Complete Take 5 assessments, identify hazards, implement controls and stop work where risks cannot be managed safely.

Procedure

Brendan McKenna Earthmoving shall ensure workers complete Take 5 assessments to identify hazards and confirm appropriate controls are in place before work activities commence.

1. Determine When a Take 5 is Required

Workers shall complete a Take 5 assessment when work conditions require a review of hazards and controls.

This shall include:

- Commencing a new task.
- Returning to a task after a period of time.
- Changes to work conditions, environment, plant, equipment or personnel.
- Identification of new hazards.
- When directed by a Supervisor, Operations Manager or client representative.

The Take 5 process supports but does not replace formal Risk Assessments or Safe Work Method Statements (SWMS).

2. Complete the Take 5 Assessment

Workers shall complete the Take 5 assessment before commencing applicable work activities.

The Take 5 process follows:

Step	Action
Stop	Stop and consider the task before commencing work.
Think	Consider the job, workplace conditions and potential hazards.
Identify	Identify hazards that may affect people, environment, plant, equipment or property.
Plan	Determine controls required to complete the task safely.
Proceed	Proceed only when identified hazards have been controlled.

Workers shall:

- Complete all required sections of the Take 5 assessment.
- Identify hazards and required controls.
- Record actions taken to eliminate or minimise risks.
- Seek assistance where additional controls are required.

3. Stop Work and Escalate Concerns

Work shall not proceed where hazards cannot be adequately controlled.

This shall include:

- Stopping work where unacceptable risks are identified.
- Notifying the Supervisor or Operations Manager.
- Implementing additional controls before restarting work.
- Reviewing Risk Assessments or SWMS where required.
- Updating the Take 5 assessment to record actions taken.

4. Submit and Maintain Take 5 Records

Completed Take 5 assessments shall be recorded and maintained as part of the IMS.

This shall include:

- Completing Take 5 assessments through the MCK Group App where available.
- Using approved paper-based Take 5 forms where electronic access is unavailable.
- Submitting paper records to the office once communication access is restored.
- Reviewing Take 5 records to identify hazards and improvement opportunities.

5. Review and Improve Risk Controls

Take 5 information shall be reviewed to support continual improvement.

This shall include:

- Identifying recurring hazards and trends.
- Updating procedures, Risk Assessments, Take 5 controls and SWMS where required.
- Supporting toolbox talks and safety discussions.
- Improving training and competency requirements.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to Take 5 activities.

Record	Responsibility	Retention Location
Electronic Take 5 Assessments	Workers / Supervisors	MCK Group App
Paper Take 5 Forms	Workers / Supervisors	Project / Site Records
Hazard Reports	Workers / Supervisors	Incident Records
Training Records	Operations Manager	Training & Competency Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-020 Working Alone Procedure
- Safe Work Method Statements (SWMS)
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.