



Take-5 for Safety Five-Step Risk Assessment Process

Everyone at SCA has the ability and responsibility to be aware of and prevent illness and injury in the workplace. Risk assessment is an essential aspect of protecting yourself and your coworkers from harm. All of us should complete a thorough risk assessment before proceeding in certain situations. Whenever you enter a potentially hazardous situation, experience a significant change in the work environment, or otherwise sense potential harm, begin by assessing the risks. Take these five steps:

1) Stop

Deliberately acknowledge that a task or activity is about to begin that requires a safety assessment.

2) Think and observe

Think through the task or activity.

3) Identify Hazards

Identify environmental and human factors that may contribute to an accident (i.e., potentially unsafe conditions, potentially unsafe acts, potential errors in judgment).

Environmental Hazards may include:

- Water safety issues where applicable (e.g., canoeing, swimming, etc.)
- Flora/Fauna (e.g., poison ivy/oak, bear, snakes.)
- Conditions on site/setting (e.g., muddy, slick, falling objects, unstable)
- Weather concerns (e.g., lightning, rain, excessive heat or cold, etc.)
- Tools and equipment – proper use, carrying and storage
- Vehicles of any kind
- Sanitation concerns

Human Hazards may include:

- Importance of clear communication (physical limitations and/or general concerns with the instructors).
- Pay attention to your bodies! (e.g., keep yourself hydrated, fueled up, warm, dry, stretching, distance, proper lifting/body use)
- Clothing and hair concerns. (e.g., loose clothing, jewelry, long hair)
- Other people outside of our group and how they may interact
- Training
- Supervision
- Group dynamics and individual attitudes

4) Plan and conduct a Safety Briefing

Do you have adequate precautions in place to successfully manage the hazards? What is the emergency response plan and where the document is located? Where is the immediate communication device for implementing the plan (pay phone, radio, cellular phone, etc) located? Where is each first aid kit located? What personal protective equipment must be worn? What training needs to take place before you proceed? What is everybody's role? How will this activity be supervised?

5) Manage, Supervise and Adjust

Continually monitor activities and participants. If necessary, gather folks together and *Take-5* again.