

TTTC

For all tasks, jobs and activities take
time to identify potential hazards



BLHgroup

WORKING TOGETHER TOWARDS
A SAFER WORKPLACE

Take time • Identify • Correct • Protect
TAKE TIME TAKE CHARGE

Think Safe



Safe

I will always follow isolation and lockout requirements when working on plant or equipment.

I will not work or walk under suspended loads.

I will only operate equipment or Plant with a valid licence and competency test.

I will not enter a restricted or confined space if I'm not authorised to do so.

When working at height, I must have a fall restraint or arrest in place.

I will not remove or bypass any safety protection devices including barriers, guards, alarms and interlocks.

Failure to comply with these Think Safe Be Safe rules may have significant consequences for myself and my workmates.

THINK SAFE BE SAFE

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Location:.....

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4. Am I at risk from the operation of light or heavy vehicles / machinery?		
5. Does the task involve dust, hazardous materials, heat, electricity, fumes, stored energy, pressure from water or gas?		
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9. Do you need a lift plan?		
10. Will the task be performed without an isolation procedure?		
11. Can I get hurt from a fall from any height?		
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13. Pinch points - Could my body or my hands get caught between any equipment, tools or objects in the work area?		
14. Can I slip or trip on anything?		
15. Could I get hurt from lifting, twisting, pushing or reaching?		
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HAZARD	CONTROL	Residual Risk

Complete JSA - Yes / No

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THINK SAFE BE SAFE

Task/Job:.....

Location:.....

BLH TTTC	DATE:	
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Complete JSA - Yes / No

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NOTES

1. STOP

Understand the task

Get the right...

Information Procedure Tools & Equipment Permits

Consider

The people/systems affected	Safe access/exits
Nearby equipment	Task setup
Environmental impacts	Alternative methods

2. THINK ABOUT THE HAZARDS

LOOK CLOSE LOOK WIDE LOOK ABOVE LOOK BELOW

Will hazards arise due to:

Pressure	Mobile Equipment	Mechanical
Gravitational Equipment	Posture/Repetition	Equipment
Gravitational People	Chemicals	Lift, Push & Pull
Electrical	Temperature	Radiation
Noise & Vibration	Animals	Biological

3. ASSESS THE RISK

What is the consequence if it does happen?

How likely is it to happen?

4. RESPOND

Remove the hazard	Substitute the hazard	Isolate the hazard
Barricade the hazard	Ensure correct behaviour	Wear PPE
Put systems in place (Permits, Safe Work Procedures)		

5. DO THE TASK SAFELY

HIGH RISK

Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be reassessed for adequacy prior to task commencement.

MEDIUM RISK

Task should only proceed with appropriate management authorisation after consultation with specialist personnel and assessment team. Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement.

LOW RISK

May be acceptable, however, review task to see if risk can be reduced further.

Risk Assessment Matrix

Potential Consequences (C)		Increasing Likelihood (L)							
SEVERITY	PEOPLE	ENVIRONMENT	ASSETS	REPUTATION	A Very unlikely (a freak combination of factors would be required for an incident to result)	B Unlikely (a rare combination of factors would be required for an incident to result)	C Possible (could happen when additional factors are present but otherwise unlikely to occur)	D Likely (could happen when additional factors are present but otherwise unlikely to occur)	E Very Likely (almost inevitable that an accident would result)
1	Slight health effect/injury	Slight effect	Slight damage	Slight impact	LOW	LOW	LOW	LOW	LOW
2	Minor health effect/injury	Minor effect	Minor damage	Limited impact	LOW	LOW	LOW	MEDIUM	MEDIUM
3	Major health effect/injury	Local effect	Localised damage	Considerable impact	LOW	LOW	MEDIUM	MEDIUM	HIGH
4	PTD or single fatality	Major effect	Major damage	National impact	LOW	MEDIUM	MEDIUM	HIGH	HIGH
5	Multiple fatalities	massive effect	Extensive damage	International impact	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Hierarchy of Control

To be applied in the following order:

ELIMINATE

The complete elimination of the hazard

SUBSTITUTE

Replacing the material or process with a less hazardous one

REDESIGN

Redesign the equipment or work processes

SEPARATE

Isolating the hazard by guarding or enclosing it

ADMINISTRATIVE

Providing control such as training, procedures etc.

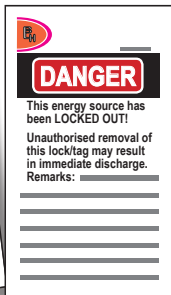
PPE

Use properly fitted PPE where other controls are not practical; impact minimisation equipment such as spill clean up material or dust suppression measures

General Spill Procedures

If a spill occurs

1. Consult MSDS Sheet for hazards associated with the spill.
2. Put on the appropriate PPE.
3. Control and stop the source of the leak.
4. Use socks/pillows, soil or booms to prevent spill from spreading.
5. Notify your Supervisor.
6. Add absorbent as needed to absorb the spill fully.
7. Sweep and scoop up the contaminated absorbent and place into spill bins.
8. Dispose of the product into the appropriate area.
9. All spills must be reported.



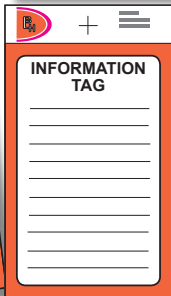
DANGER TAG

FOR PERSONAL PROTECTION



OUT OF SERVICE TAG

TO STAND DOWN EQUIPMENT



INFORMATION TAG

FOR COMMUNICATION

Company Contact List

BLH Head Office	(03) 6383 4333 Fax (03) 6383 4906
Operations Manager	0438 338 180
Projects Manager	0400 571 977
Manager - South Australia	0418 572 156
Manager - Western Australia	0458 711 919
HSE Manager	0409 429 099
HSE Officer	0409 410 017
Labour Hire Manager - Tas	0458 830 555
BLH Workshop - Tas	(03) 6311 0780

THINK SAFE
BE SAFE



BLHgroup

WHAT LEVEL OF RISK ASSESSMENT?

For all tasks, jobs and activities complete a **TAKE TIME TAKE CHARGE** assessment.

Then ask - Can I manage the hazard to a low risk?

YES? Proceed with the job

NO? Complete a JSA / SWMS

Take time • Identify • Correct • Protect
TAKE TIME TAKE CHARGE