**Take 5 Safety Checklist**

|  |  |  |
| --- | --- | --- |
| Name: | Date: | |
| Company: | Location: | |
| *Description of Task:* | | |
| **Stop and Think** | | |
| Do I have the required training to complete this task? | | Yes  No |
| Do I understand which safety checks I need to perform before starting this task? | | Yes  No |
| Am I alert and physically prepared to complete this task? | | Yes  No |
| Am I prepared with the correct PPE and tools? | | Yes  No |
| **Identify Hazards and Assess Risks** | | |
| For this step, list out the hazards and describe them. Give each hazard a rating according to its risk level without control measures in place. | | |
| *Hazard Description* | *Risk Rating* | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |
|  | Low  Medium  High | |

|  |  |
| --- | --- |
| **Control Hazards** | |
| For each hazard above, list out the control measures you’ll put in place and the risk rating adjusted for those measures. | |
| *Control Measure* | *Risk Rating* |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
|  | Low  Medium  High |
| **Monitor Hazards** | |
| Once you’ve completed the above areas of this checklist, you are ready to start work. Remember, however, that you must continuously monitor the hazards you’ve identified during this process to ensure your safety and the safety of those around you. Use the space below to take notes of any additional control measures you’ve taken while working. | |
| Notes | |