

Procedure

Title: Pre-Task Hazard Assessment

Doc No: **P312.402** Issue: **6** Revision: **4** Date Last Updated: **27/12/2024**

Department: Health Safety Environment & Communications
Section: Safety
Category: Hazard Control And Safety Recommendations
Owner's Role: Manager - Health Safety Environment & Communications
Approver's Role: Manager - Health Safety Environment & Communications

CONTENTS

1.0	PURPOSE.....	1
2.0	SCOPE	2
3.0	RESPONSIBILITIES.....	2
4.0	ACTIONS	2
4.1	Pre-task Hazard Assessment Process.....	2
4.2	What tasks do we need to do a TAKE 5 for?.....	2
4.3	Task that do not require a TAKE 5.....	2
4.4	Changing Conditions	3
4.5	Triggers for referring to or developing a JHA / SWMS, PM or Work Instruction	3
4.6	Records	3
4.7	Training.....	3
4.8	Requests to use non-QAL TAKE 5 forms by Contractor Groups	3
4.9	Management Controls	3
5.0	ATTACHMENTS.....	3
5.1	TAKE 5 Template.....	3
5.2	Flow chart of the pre-task hazard assessment process.....	3
5.3	<i>QAL Maintenance, High Risk Construction Work</i>	3
6.0	REFERENCES.....	4
6.1	QAL Documents.....	4
6.2	Associated ARCHER Risk Scenarios	4
6.3	External References.....	4
7.0	DEFINITIONS.....	4
8.0	REVISION DETAILS.....	5
8.1	Latest Document Review Participants	5
8.2	Revision History	5

1.0 PURPOSE

To provide a hazard management methodology to help identify and control potential or existing hazards prior to commencing a task

2.0 SCOPE

A hazard management process shall be applied prior to commencing any task by all people working on the QAL site. General office duties may be excluded provided the consequence of performing the task is “insignificant”.

Contractors shall use the QAL TAKE 5 form or an approved equivalent.

3.0 RESPONSIBILITIES

Health Safety & Security Superintendent:

- Approve contractor’s equivalent pre-task hazard assessment form.

Superintendent / Contractor Management:

- To monitor pre-task hazard assessment activity / compliance in their work area.
- To ensure all workgroups in their work area are familiar with the requirements of this procedure.
- To coach their supervisors in performing effective pre-task hazard assessments.

Supervision:

- Ensure all persons under their supervision have successfully completed:
 - SM153 Take 5 & JHA Member Training
- To ensure the pre-task hazard assessment process is conducted by **all people** prior to commencing any task.
- To coach their team members in performing effective pre-task hazard assessments.

Workgroup Member:

- Ensure they have successfully completed:
 - SM153 Take 5 & JHA Member Training
- To initiate and/or participate in the pre-task hazard assessment process before commencing a task and/or after commencing the task where required (ie. conditions change, scope change etc)

4.0 ACTIONS

4.1 Pre-task Hazard Assessment Process

- 4.1.1 The pre-task hazard assessment is the first step in the hazard assessment process after task assignment. The process is documented in flow chart form in Attachment 5.3 and recorded on the TAKE 5 form
- booklets (material # 500026939)
 - refills (material # 500026940)
- 4.1.2 The TAKE 5 process can be initiated by supervision in consultation with the workgroup member/s performing the task or by any member of the workgroup performing the task or by the individual if there is only one person performing the task.
- 4.1.3 The TAKE 5 is discussed, then completed by each individual in the workgroup and retained by the individual. The TAKE 5 process may or may not involve supervision.
- 4.1.4 The key requirement is to document *on the TAKE 5 form the* identified hazards and what controls *are required to adequately* control the hazard. Identified *hazards or* substandard conditions that can’t be permanently controlled during the shift shall be reported to your Supervisor.

4.2 What tasks do we need to do a TAKE 5 for?

To help you work safely, you need to complete a pre-task hazard assessment before each task. For most of our tasks the appropriate tool for this is TAKE 5. So, the basic rule is do a TAKE 5 before every task.

4.3 Task that do not require a TAKE 5

There are a few tasks that do not require a TAKE 5, these include:

- Walking on designated walkways
- Computer work
- Office meetings

- Operating mobile equipment without conducting load shift / load transporting or towing tasks
- Crane operators performing a lift covered by a lift plan

Excluding those tasks mentioned above, all other tasks are required to have a TAKE 5 completed prior to their commencement.

4.4 Changing Conditions

Should the task scope or work environment change during the course of the task, then the TAKE 5 shall be reviewed to identify any additional hazards or precautions required.

4.5 Triggers for referring to or developing a JHA / SWMS, PM or Work Instruction

4.5.1 A Job Hazard Analysis / *Safe Work Method Statement* (JHA / SWMS) is required instead of a TAKE 5:

- When a hazard remains inadequately controlled after a TAKE 5
- Where there is limited knowledge of risks from hazards associated with the activity
- Where a work activity cannot follow authorised work procedures (e.g. PPM, Work Instruction)
- **Where the work is High Risk Construction Work**

4.5.2 As a minimum, a JHA / SWMS is required for tasks relating to:

- High voltage permits
- Confined space entry permits
- Live electrical work
- **High Risk Construction Work – Attachment 5.3. Unless a PM or Work Instruction exists and can be followed.**

4.6 Records

Employees and Contractors shall have the completed TAKE 5 or JHA / SWMS form available at the workplace for review by a third party on request.

4.7 Training

- 4.7.1 Rollout of the Take 5 to existing site personnel will be performed by Supervision to their team under qualification SM154 Take 5 & JHA Team Leader Training or SM153 Take 5 & JHA Member Training.
- 4.7.2 New starters will be provided with TAKE 5 training by their Supervision upon commencement.
- 4.7.3 An auditable record of all training shall be maintained against the individuals SAP training records.

4.8 Requests to use non-QAL TAKE 5 forms by Contractor Groups

- 4.8.1 Requests for approval are to be forwarded to the **Principal Advisor - Safety & Plant Protection** and will contain a copy of the proposed alternative form
- 4.8.2 Requests will be processed using the Change **Recording System** and responses (including any required amendments) will be provided in writing to the submitting party.
- 4.8.3 Filing of requests, responses and subsequent approvals will be stored under **P:\mtceservices\Contractor Management\Administration\13 PTHA Forms – Request for Contractor Alternatives.**

4.9 Management Controls

Management audits shall be conducted to ascertain compliance with this procedure. The audit shall be conducted in accordance with Procedure P703.010 Audit Requirements

5.0 ATTACHMENTS

5.1 TAKE 5 Template

5.2 Flow chart of the pre-task hazard assessment process

5.3 QAL Maintenance, High Risk Construction Work

6.0 REFERENCES

6.1 QAL Documents

P315.102 Personal Protective Equipment
P315.104 Respiratory Protection Program
P315.204 Manual Task Management
 P703.010 Audit Requirements
PM316.001.63 Safe Use – Diphoterine
SM123 Safe Use of Diphoterine
 SM154 – Take 5 & JHA Team Leader Training
 SM153 – Take 5 & JHA Member Training
SM209 Critical Risk Management
 SMIND On-line Induction
 S-160 Job Hazard Analysis / Safe Work Method Statement Worksheet
S-252 Monogoggle Fit Testing Checksheet
HSE-060 Hazard Identification Prompt Sheet
TB-001- CRM Wheel

6.2 Associated ARCHER Risk Scenarios

Nil

6.3 External References

Work Health and Safety Act
 Work Health and Safety Regulation
 How to Manage Work Health and Safety Risks Code of Practice
 HSE Guidance Note - HSEQ management system standard - Element 3 - Hazard identification and risk management

7.0 DEFINITIONS

TAKE 5

TAKE 5 is the least formal, but most frequently used hazard assessment tool for the identification of hazards before a task commences.

JHA / SWMS

Job Hazard Analysis / **Safe Work Method Statement** - Is a documented list of existing and potential hazards in a given task and a listing of control measures necessary to prevent or minimise these hazards. This is achieved by analysing the task using the risk assessment process. These must be reviewed prior to use and developed into a Process Map or Work Instruction if the task is performed routinely. Template available: Portal | SDA | Forms | Health, Safety & Quality | Safety | S160 Job Hazard Analysis / **Safe Work Method Statement** Worksheet

PPM / PM

Process Picture Map / Process Map - A document comprising of a list of steps (with pictures) and other key information that enables the completion of a task to the required Health, Safety, Environment and Quality standards.

'Routine' Duties

Routine duties are best described as regular tasks expected for that positions role description. For example, an Operations or non-trade Alumina Producer routine duties would be described in the Foundation Module and Section Modules, whilst routine duties for a Maintenance or trade Alumina Producer would be regular activities defined by their trade certificate.

High Risk Construction Work

The meaning of High Risk Construction Work is in Chapter 6 of the Work Health and Safety Regulation. Attachment 5.3 tables the meaning in relation to QAL maintenance work. Attachment 5.3 is a register of QAL maintenance work, that is High Risk Construction

8.0 REVISION DETAILS**8.1 Latest Document Review Participants**

Name	Role Title	Contribution <i>Technical/Subject Matter Expert, End User, Owner etc</i>
Ross Stephenson	Superintendent - Bayer Maintenance	Subject Matter Expert
Damian Whitely	Superintendent -Clarification Operations	Operations/Maintenance experience
Geert De Jonckheere	Superintendent - Shift Maintenance	Maintenance experience
Julie Phillips	Safety Advisor	Subject Matter Expert
Craig Sinclair	Principal Advisor - Safety & Plant Protection	Subject Matter Expert & Content Author

8.2 Revision History

Iss	Rev	Date	Lead Reviewer	Details of Change	Approver Role	Approver Name
6	3	10/05/2019		5.0 Expanded acronym HSE. 6.1.1 Update to reference to attachment. 6.8.3 Update to file location. Attachment 7.2 Updated to new prompt card format		
6	4	27/12/2024	Craig Sinclair	Contents - JHA / SWMS. 4.0 References - Job Hazard Analysis / Safe Work Method Statement 5.0 Definitions -- JHA / SWMS and High-Risk Construction Work. 6.5.1, 6.5.2 and 6.6. Attachments 7.1, 7.2 and 7.3 Updated. 7.0 Attachments - 7.4 added - QAL Maintenance, High Risk Construction Work	Manager - Health Safety Environment & Communications	Kylie Devine-Hewitt

Name:

TAKE
5



QUEENSLAND ALUMINA
LIMITED

Rio Tinto
RUSAL

Critical Risks - What could kill me or others?

TAKE
5

1



Confined spaces

2



Contact with
electricity

3



Exposure to
Dust and Fumes

4



Drowning

5



Entanglement
and crushing

6



Exposure to
hazardous
substances

7



Fall from height

8



Falling objects

9



Lifting operations

10



Rail Collision
or Impact

Critical Risks - What could kill me or others?

TAKE
5

11



Mooring
operations

12



Slope failure

13



Uncontrolled
release of energy

14



Exposure to
thermal extremes

15



Unplanned initiation
of explosives

16



Vehicle collision
or rollover

17



Vehicle impact
on person

TASK:

Consequence (plausible injury potential)	Energy -What can hurt me or others? (See prompt card)	Critical Control
Caustic/chemical injury		



DATES:

| | | |

Specific Controls - How am I going to control those energies? (discuss as a team)

Y N

1

2

3

4

5

6

7

8

9

10

11



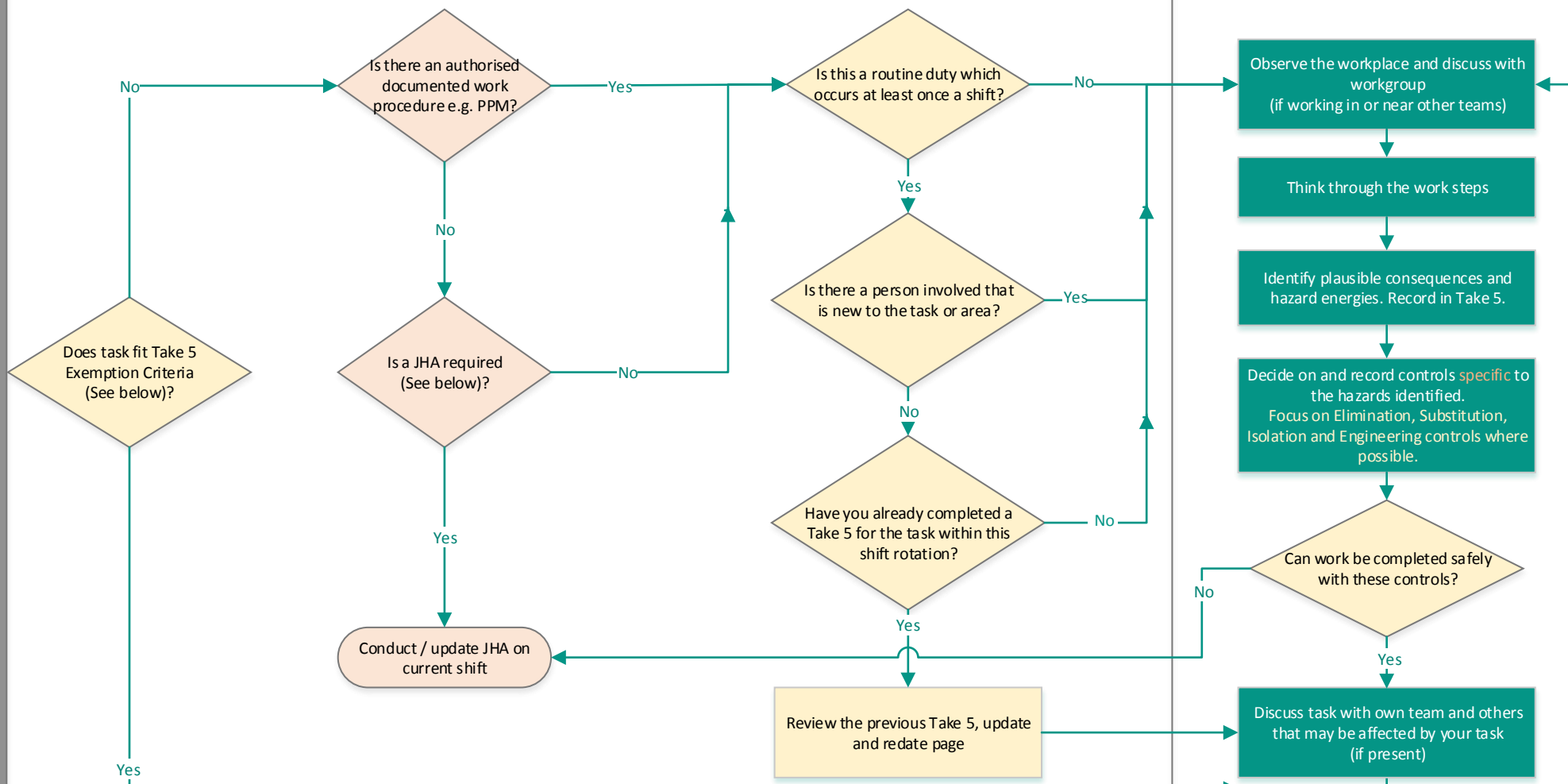
Take 5 for Safety



Pre-Task Hazard Assessment Process (Take 5 and JHA)

Assess requirement for new JHA or Take 5

Complete Take 5



Take 5 Exemption Criteria

- Walking to / from & around my work area
- Computer work
- Office meetings
- Operating mobile equipment without conducting load shift / load transporting or towing tasks
- Crane operators performing a lift covered by a lift plan

JOB HAZARD ANALYSIS (JHA) is required *instead* of a Take 5 if you answer 'yes' for any of the following:

- Is it a complex task?
- Has a hazard remained inadequately controlled after a Take 5?
- Is there limited knowledge of risks from hazards associated with the activity?
- Is the work activity missing an authorised work procedure (e.g. PPM, Work Instruction)?
- Is work activity unable to be done following an authorised work procedure for any reason (e.g. PPM, Work Instruction)?
- Is a JHA required for a permit, e.g. High voltage permits, Confined space entry permits or Live electrical work?

Attachment 5.3: QAL Maintenance, High Risk Construction Work

1 Is the work construction work?				2 And, is the work of a structure?			3 And, is the construction work, of a structure, high risk construction work?				
Construction Work	Redside	Whiteside	Utilities	Structure Examples	Redside	Whiteside	Utilities	High Risk Construction Work	Redside	Whiteside	Utilities
Construction				A roadway or pathway				Involves a risk of a person falling more than 2m		√	
Alteration				A ship or submarine				Is carried out on a telecommunication tower			
Conversion				Foundations, earth retention works and other earthworks, including river works and sea defence works				Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure			
Fitting-out				Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work				Involves, or is likely to involve, the disturbance of asbestos		√	
Commissioning				A dock, harbour, channel, bridge, viaduct, lagoon or dam				Involves structural alterations or repairs that require temporary support to prevent collapse	√		
Renovation				A sewer or sewerage or drainage works				Is carried out in or near a confined space		√	
Repair				Ship or submarine				Is carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5m (ii) a tunnel			
Maintenance	√	√	√	Pipe or pipeline		√	√	Involves the use of explosives			
Refurbishment				Underground tank				Is carried out on or near pressurised gas distribution mains or piping		√	
Demolition				Designed or used to provide support, access or containment during work in connection with construction work				Is carried out on or near chemical, fuel or refrigerant lines		√	√
Decommissioning				Work on the plant relates to work that is carried out in connection with construction work				Is carried out on or near energised electrical installations or services		√	
Dismantling				Fixed plant on which outage work or overhaul work that involves or may involve work being carried out by 5 or more persons conducting businesses or undertakings at any point in time.	√	√		Is carried out in an area that may have a contaminated or flammable atmosphere		√	
								Involves tilt-up or precast concrete			
								Is carried out on, in or adjacent to a road, railway , shipping lane or other traffic corridor that is in use by traffic other than pedestrians		√	
								Is carried out in an area at a workplace in which there is any movement of powered mobile plant		√	
								Is carried out in an area in which there are artificial extremes of temperature		√	
								Is carried out in or near water or other liquid that involves a risk of drowning		√	
								Involves diving work			

High Risk Construction Work requires JHA/SWMS, PM or Work Instruction.

This table represents the meaning of HRCW, as per Chapter 6 of the Work Health and Safety Regulation 2011.