



भारत सरकार
Govt. of India
श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment
खान सुरक्षा महानिदेशालय
Directorate-General of Mines Safety



No. DGMS (Tech) Circular (MAMID)/02

Dhanbad, dated : 19 / 03 / 2014

To

The Owner, Agent and Manager of all Mines

Subject : Take 5 (Personal Risk Assessment)

Take 5 (Personal Risk Assessment) is a simple process to ensure that all work activities are given a final check to identify and control any potential hazards that may have not already been addressed prior to commencement of activities. This process is being used successfully by different industries including mining industry in many countries. Take 5 is to complement the "Risk Assessment" process but does not replace it.

The Take 5 process consists of the following five steps :

1. Stop, step back, observe Observe the work area and surrounding location for hazards.
2. Think through the task Consider the sequence of steps involved in carrying out the task from start to finish.
3. Identify any hazards Identify the hazards associated with the task including any present in the immediate and surrounding work area, and hazards generated by the task.
4. Control the hazards If the hazard is not controlled and the work area not safe – do not start work, report to your superior official to review the risk assessment.
5. Complete the task Once all control measures have been safely implemented – commence the task.

A simple, user friendly "Take 5 Card" is attached which can be gainfully utilized from the very beginning to the end of any task, just by making tick(/) mark in "Yes" or "No" column from top. Use of this card by frontline supervisors/work persons before the commencement of any mining activity shall go a long way in accident prevention and control activity in mines.

Yours faithfully,

(Rahul Guha) 19.3.14
Director General of Mines Safety



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प्रतिरुपि सुखबाध.
को उनके कर्मीनरुव कर्मीनरुवों के कोष
गरिवालन हेतु प्रेरित ।

TAKE 5 (Personal Risk Assessment)

Task.....

Location..... Date

1 STOP! THINK THROUGH THE TASK

	Yes	No
Am I clear on what the task is ?	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the required skills, training and licenses for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Safe Operating Procedure available?	<input type="checkbox"/>	<input type="checkbox"/>
Is a work permit and/or an authority to work required?	<input type="checkbox"/>	<input type="checkbox"/>
Is my equipment correct for the task and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the correct personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>

2 LOOK FOR HAZARDS

	Yes	No
1 Atmospheric Weather extremes, high humidity, dust, dangerous gases lack of oxygen...	<input type="checkbox"/>	<input type="checkbox"/>
2 Chemical Acids, bases, solvents, heavy metals, poisons, particulates, fumes, vapours...	<input type="checkbox"/>	<input type="checkbox"/>
3 Electrical Electrocution, faulty wiring or equipment earthing points, static shocks...	<input type="checkbox"/>	<input type="checkbox"/>
4 Environmental Confined spaces, poor lighting, loud noise, temperature, poor ventilation...	<input type="checkbox"/>	<input type="checkbox"/>
5 External Traffic, other workers, general public.	<input type="checkbox"/>	<input type="checkbox"/>
6 Fire/Explosions Open flames, combustible materials, electrical arcing, chemical reactions...	<input type="checkbox"/>	<input type="checkbox"/>
7 Gravitational Falls, slips, trips, falling objects.	<input type="checkbox"/>	<input type="checkbox"/>
8 Manual Handling Lifting, pulling, pushing, twisting, awkward positions, changes in levels	<input type="checkbox"/>	<input type="checkbox"/>
9 Mechanical Impact, entanglement, stabbing, crushing, suction, abrasions, protrusions...	<input type="checkbox"/>	<input type="checkbox"/>
10 Pressure Air, water, oil, gas, vacuums, high/low pressures	<input type="checkbox"/>	<input type="checkbox"/>
11 Radiation UV, Infra-red, lasers, X-rays, sunlight..	<input type="checkbox"/>	<input type="checkbox"/>
12 Thermal Hot or cold surfaces, hot or cold liquids, steam, friction...	<input type="checkbox"/>	<input type="checkbox"/>

3 ASSESS THE HAZARDS

What is the risk level ? E=Extreme H=High M=Moderate L=Low

SEE YOUR SUPERVISOR AND/OR COMPLETE/UPDATE SAFE OPERATING PROCEDURE

E/H/M L

4 MAKE THE HAZARDS SAFE

Are all hazards removed or at a low risk level ?	<input type="checkbox"/>	<input type="checkbox"/>
Where needed have I updated the Safe Operating Procedure for this task ?	<input type="checkbox"/>	<input type="checkbox"/>
Does this all feel right ?	<input type="checkbox"/>	<input type="checkbox"/>

5 COMPLETE THE TASK SAFELY

DO NOT START THE TASK! COMPLETE A HAZARD REPORT AND SEE YOUR SUPERIOR OFFICIAL(S)

TAKE 5 (Personal Risk Assessment)

1 STOP! THINK THROUGH THE TASK

Get the correct Information * Procedures/SWMS * Tools & Equipment * Permits
Think About * The people/systems affected * Safe access/exits
* Nearby equipment * Task setup * Environmental impact
* Alternative methods

2 LOOK FOR HAZARDS

Look close Look after look above Look below

What hazards are there?

* Atmospheric	* Environmental	* Manual handling	* Radiation
* Biological	* External	* Mechanical	* Thermal
* Chemical	* Fire/Explosions	* Pressure	
* Electrical	* Gravitational	* Psycho-social	

What if it?

* Breaks	* Falls	* Leaks	* Spills
* Doesn't fit	* Lgnites	* Shirfts	
* Explodes	* Jams	* Slips	

What if it is?

* Too heavy	* Labelled incorrectly	* Sharp	
* Energised	* Poisonous	* The wrong one	
* Hot	* Pressurised	* Too big/small	

What if I'm?

* Caught in	* In need of assistance	* Too slow	
* Confused	* Struck	* Uninformed	

What if I

* Inhale	* Make an error	* Slip/trip	
* Let go	* Need help		

3 ASSESS THE HAZARDS

* What is the probability of the event occurring ?
* What are the consequences of the event occurring ?
* Calculate the risk

4 MAKE THE HAZARDS SAFE

1. Eliminate. Completely remove the hazard from the workplace.
2. Substitute. Substitute the hazard with something of a lesser risk.
3. Isolate. Isolate the hazard from anyone who could be harmed.
4. Engineer. Redesign the process or equipment to control the hazard.
5. Administer. Control the hazard by influencing others on how to reduce the risk.
6. Personal Protective Equipment (PPE). Use appropriate PPE to protect against the hazard.

5 COMPLETE THE TASK SAFELY