Mandex.

TOOLS · CONTRACTOR SAFETY

Document **MX-WHS-001**
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Standard **WHS Act 2020 (WA) / AS ISO 31000**

TAKE 5 — PRE-TASK SAFETY CHECK

Point-of-work check

Stop and take five minutes before you start. Look for what could hurt you, rate the residual risk with your controls in place, and only proceed if every rating is Low or Moderate. Any rating of High or above must escalate to a JHA.

TASK DETAILS

WORKER	COMPANY	SITE / AREA	DATE & TIME
Jordan Mete	**Northbridge Civil Pty Ltd**	**Eastline Rail Siding — Stage 2**	**17 Jun 2026 06:40**
TASK	WORK AREA / LOCATION	PERMIT / HIGH-RISK WORK	SUPERVISOR
Hand-dig to expose comms conduit at CH 1240	**South batter, beside haul road**	**Excavation < 1.5 m, DBYD obtained**	**K. Ramsay**

STEP 1 — STOP & THINK

I am trained, fit and authorised for this task, and I have the right tools and PPE.	✓ PASS

STEPS 2–4 — HAZARDS, RESIDUAL RISK & CONTROLS

#	Hazard — what could hurt me?	Residual risk	Controls I will use
1	Mobile plant on the adjacent haul road — struck-by while spotting	2×4 = 8 Moderate	Exclusion zone & barricading; Traffic management plan & spotter; Hi-vis clothing
2	Underground services (comms + LV power) — contact while digging	2×3 = 6 Moderate	DBYD plans on site; pothole by hand; Standard operating procedure & competency
3	Silica & airborne dust from dry spoil	2×2 = 4 Moderate	Dust suppression (water cart / misting); Respiratory protection (P2)

STEP 5 — PROCEED SAFELY

All controls are in place and I will proceed safely. I will re-do my Take 5 if the job changes.	✓ PASS

✓ **No escalation triggered — all residual ratings are Low or Moderate. Proceed under routine controls.**

WORKER

Signature: ____________________

Name: **Jordan Mete**

Date: **17 Jun 2026 06:48**

RISK MANAGEMENT FRAMEWORK

How to rate and control risk

Every hazard is rated twice — an INHERENT rating before controls and a RESIDUAL rating with the chosen controls in place. Work is justified by the residual rating, never the inherent one. Rate likelihood and consequence against the tables below, multiply them for the risk score, then read the band and required action. Any residual rating of High or above (score ≥ 10) must escalate to a JHA before work starts.

RISK MATRIX & RATING KEY · RISK SCORE = LIKELIHOOD × CONSEQUENCE (1–25)

L↓/C→	1 Insig.	2 Minor	3 Mod.	4 Major	5 Catas.
5 Almost certain	5 Moderate	10 High	15 High	20 Critical	25 Critical
4 Likely	4 Moderate	8 Moderate	12 High	16 Critical	20 Critical
3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High
2 Unlikely	2 Low	4 Moderate	6 Moderate	8 Moderate	10 High
1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Rating	Score	Required action & accountability
Low	1 – 3	Acceptable. Manage by routine procedures; record on the Take 5. Monitor and review. (Accountable: Worker)
Moderate	4 – 9	Tolerable. Documented controls and supervisor monitoring required before starting. (Accountable: Supervisor)
High	10 – 15	Do not proceed without additional controls. A JHA is required and senior site management must review. (Accountable: Site / Project Manager)
Critical	16 – 25	STOP. Do not start or continue. Eliminate or substitute the hazard, or obtain written executive authorisation; re-rate to residual High or below. (Accountable: Senior Management)

LIKELIHOOD — HOW PROBABLE IS IT THAT THE HAZARD CAUSES HARM?

Rating	Descriptor	Plain meaning	Indicative frequency	Indicative chance
5	**Almost certain**	Expected to occur in most circumstances; has happened here before.	Several times a year on this type of work	>90%
4	**Likely**	Will probably occur at some point.	About once a year	60–90%
3	**Possible**	Might occur occasionally.	Once every few years	30–60%
2	**Unlikely**	Could occur but is not expected.	Once in 5–10 years	5–30%
1	**Rare**	Only in exceptional circumstances.	Less than once in 10 years	<5%

CONSEQUENCE — HOW SEVERE IS THE HARM IF IT OCCURS?

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
5	**Catastrophic**	Fatality or permanent total disability (one or more people).	Massive, irreversible release; long-term harm beyond site boundary.	Greater than $1M; major plant destroyed.	Prosecution / licence loss; sustained national attention.
4	**Major**	Serious injury; lost-time injury needing hospitalisation; permanent partial disability.	Significant release needing outside agency clean-up; notifiable.	$100k – $1M loss.	Notifiable incident; regulator involvement; state media.

Rating	Descriptor	People & safety	Environment	Asset & financial	Legal & reputation
3	**Moderate**	Injury needing medical treatment by a doctor; restricted duties.	On-site release contained with site resources; reportable.	\$10k – \$100k loss.	Reportable; improvement / warning notice; local attention.
2	**Minor**	First-aid injury; no lost time.	Minor spill contained and cleaned immediately.	\$1k – \$10k loss.	Internal report only.
1	**Insignificant**	No injury or negligible effect.	No measurable environmental effect.	Less than \$1k.	No legal or reputational issue.

HIERARCHY OF CONTROLS — ALWAYS CHOOSE FROM THE TOP DOWN; PPE IS THE LAST LINE OF DEFENCE

#	Control level	Reliability	Examples
1	**Elimination**	Most effective	Remove the task entirely; pre-fabricate offsite so there is no work at height.
2	**Substitution**		Swap a hazardous chemical for a safer one; use smaller / lower-energy plant.
3	**Engineering**		Guarding, exclusion zones, barricading, ROPS/FOPS, isolation & lock-out, dust suppression.
4	**Administrative**		Procedures & permits, training & competency, spotters, traffic management, rotation, signage.
5	**PPE**	Least effective — last line	Hard hat, hearing & respiratory protection, hi-vis clothing, gloves, eye protection.

Default 5×5 matrix shown. Your administrator may rename levels and reword band actions in the Mandex risk studio; the score model stays Likelihood × Consequence.