Stop & Think

RSK-WI-006

Applicability

ARTC Network Wide   SMS

Publication Requirement

Internal Only

Primary Source

N/A

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
1.1	19 February 2018	Corporate Risk Manager	GM Risk & Safety	Group Executive Corporate Services & Safety	Group Executive Corporate Services & Safety

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	May 2016		First Issue
1.1	19 February 2018	1.3	Change of title for document owner. Change Division/ Business Unit.

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1   Introduction

1.1   Purpose

The purpose of this work instruction is to describe the Stop & Think process, when and how it is to be used and how Stop & Think fits into ARTC's risk management framework.

1.2   Scope

This work instruction is applicable to all work activities undertaken by ARTC.

1.3   Document Owner

The ARTC Corporate Risk Manager is the coordinator of this work instruction and is the initial point of contact for all inquiries relating to its application across the organisation.

The ARTC Group Executive Corporate Services & Safety is the custodian of this work instruction and accepts the responsibility for its accuracy and currency.

1.4   Responsibilities

ARTC Corporate Risk Manager is responsible for:

- Documenting and communicating this work instruction to all relevant internal and external stakeholders;

- Preparing material to support Managers and Supervisors in implementing Stop & Think for relevant ARTC employees and stakeholders.

Managers are responsible for encouraging and communicating the Stop & Think process.

1.5   Parent Procedure

RSK-PR-001 Risk Management is the Parent Procedure for this work instruction.

1.6   Subordinate Documents

There are no subordinate documents for this work instruction.

1.7   Reference Documents

The following documents are related to this work instruction:

- COR-PO-006 Risk Management Policy

- RLS-PR-005 Pre-Work Brief

- RLS-FM-005 Pre Work Brief

- RLS-FM-009 Single Worker Pre Work Assessment

ARTC

1.8   Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
ARTC	Australian Rail Track Corporation Ltd.
Hazard	A source of potential harm e.g. in terms of human injury, damage to property or other loss. A hazard can be a risk source.
Control	A measure that modifies risk by either preventing the risk or reducing (mitigating) the consequences of the risk. Controls may include any process, policy, device, practice or other action which modifies risk.

2 Stop & Think

2.1 Introduction

As a task hazard assessment, Stop & Think forms the last line of defence under ARTC's risk management framework.
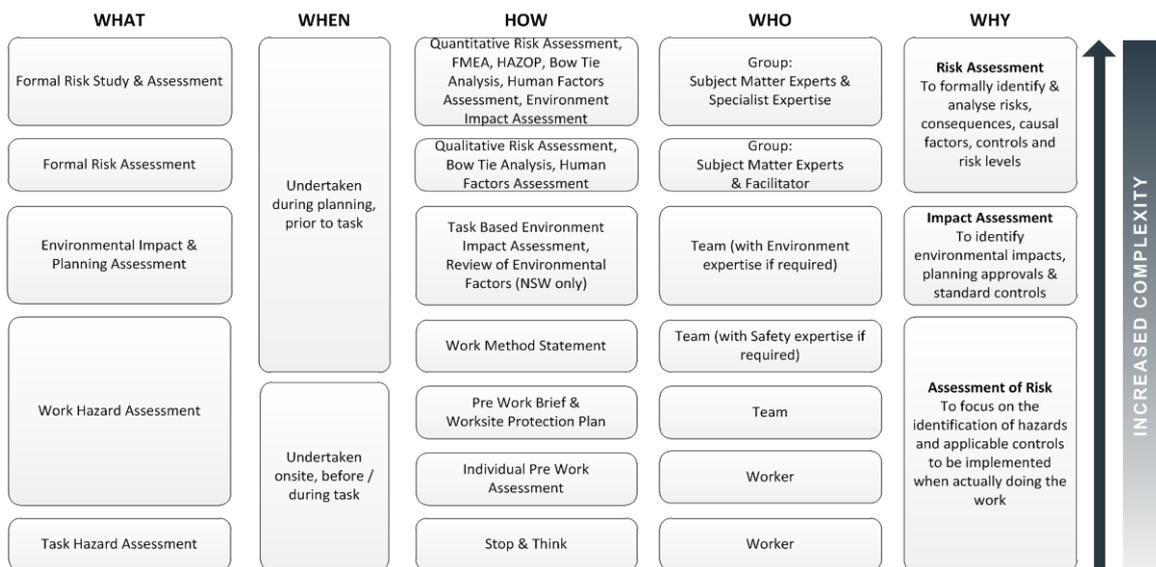
2.2 What is Stop & Think

Stop & Think is an initiative that positively influences safety outcomes through the development of a habit of stopping, identifying potential hazards and taking informed actions to mitigate and control hazards which could form part of the task. Stop and Think can be used individually or with a group of people which is designed to reinforce safe behaviours and a positive safety culture into all work activities. Stop & Think is a guided process which should become embedded in behaviours over time.

Stop and Think does not replace the formal risk and hazard assessments processes such as Work Method Statements, Task Based Environmental Impact Assessments (TBEIA), Pre-Work Brief or Individual Pre-Work Assessment currently conducted on tasks but rather provides a complimentary tool used to remind workers of the importance of taking time out to check that they understand what they are about to do, have everything they need to do it safely and that there are no unanticipated hazards.

2.3 Why undertake Stop & Think

What workers do when they spot a hazard can often determine how safe a workplace is. Stop & Think encourages positive safety habits through initiation of a simple process that each worker goes through, taking time to stop, and think through potential hazards; taking appropriate action as required.

Stop & Think has a number of benefits:

- It is a last line of defence for a worker to identify harm before commencing a task

- It can assist in identifying potential unidentified hazards

- It focuses attention on what is needed for a task to be conducted safely

- It is undertaken to make safe decisions about proceeding with work

- It enables a worker to consider safety of others, as well as themselves

- It embeds the consideration of safe behaviours into work tasks

- Develops situational awareness and

- Empowers employees through their ability to make decisions and take control

2.4 When to undertake Stop & Think

Stop & Think is to be used by individuals as an informal check immediately prior to performing the task . Stop & Think is not limited to your prescribed work, it can be used anytime, anywhere, such as during preparation at a provisioning centre prior to travelling to a worksite or commencing back on a board within Network Control after a break.

Stop & Think is used continuously throughout the day's activities. It should be used when conditions or circumstances change during a task and prompt us to step back and think through any emerging hazards

If there are a group of workers doing a task, all workers can participate together in Stop & Think.

2.5 How to undertake Stop & Think

The Stop & Think pocket book should be used to guide the process using three key questions:

- What am I about to do?

- What can go wrong?

- What can I do about it?

On the inside of the pocket book, a further series of questions have been designed[1] to prompt further thought into the task that is about to be conducted. (an example of questions is shown in Appendix 1)

Where it is identified that the task is unable to be conducted in a safe and acceptable manner, or hazards have been identified appropriate actions need to be undertaken prior to commencing the task.

Where a hazard is identified that can affect others, the hazard and control measures must be communicated and discussed with all those involved in the task to ensure safety for all before the task commences

Only do the task if it can be done safely.

2.6 Who undertakes Stop & Think

Everyone who performs work can use Stop & Think.

[1] Individualised questions are to be developed by individuals or teams as guided by your ARTC Leader

APPENDIX 1

STOP

&

THINK

What am I about to do?
What can go wrong?
What can I do about it?

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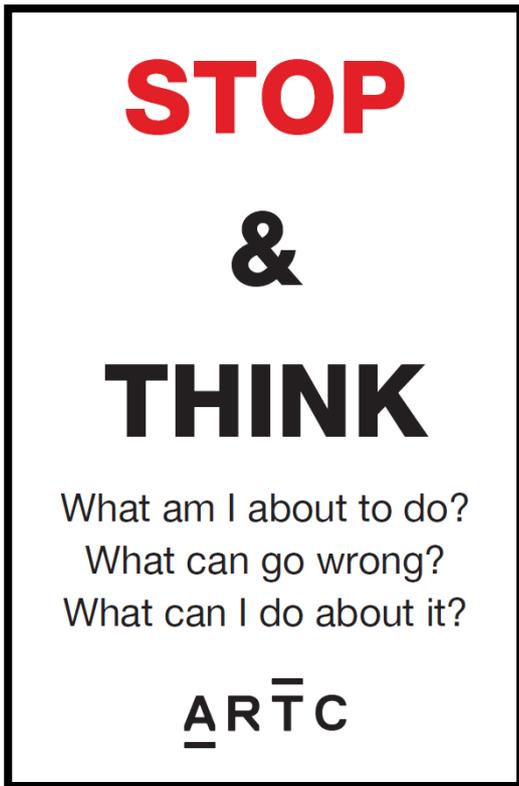
Image 1: Stop & Think pocketbook cover page

1. Do I understand the task and have the right skills?
2. Do I have the right PPE, equipment and resources?
3. Is there enough time to complete the job?
4. What are the manual handling dangers?
5. Have I read and understood the WMS?
6. Are my surroundings safe?
7. Will I affect others?

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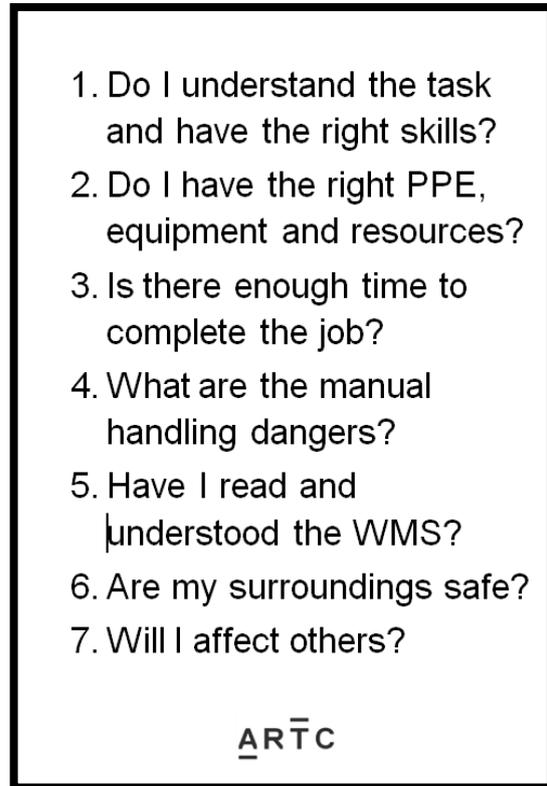
Image 2: Stop & Think pocketbook inside cover (Example)

Employee Injury Hotline
1800 686 130

Employee Assistance
Program
1300 361 008

Network Control Emergency
NCCN – 02 4902 9410
NCCS – 02 6924 9869
NCCW – 08 8217 4540

ARTC
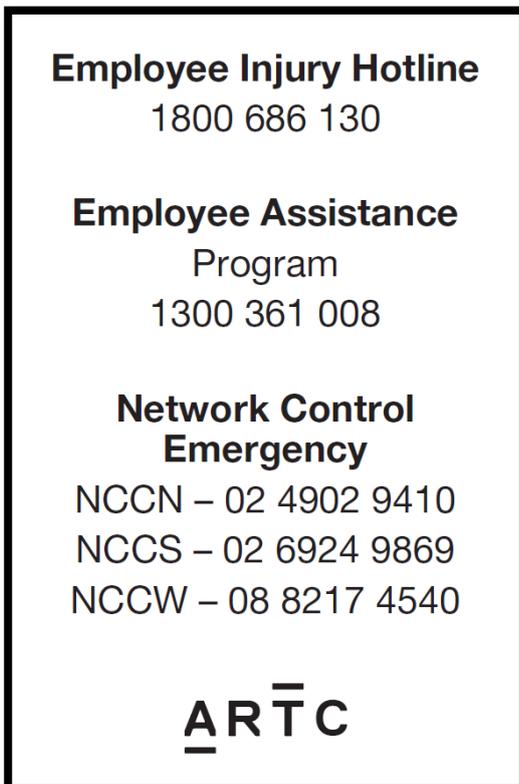
Image 3: Stop & Think pocketbook back page