**A Task Analysis (TA) is used to assess the risks to health and safety for a specific task. You can identify hazards and risks and then choose controls (eliminate or minimise) to manage those risks. For more information refer to your Safety Procedures Card.**

This TA is designed to assist you in setting up safely for the removal of non-friable and non licenced) asbestos work (removal of less than 10m2 of accumulated ACM or ACD) and to help you meet the requirements of the Health and Safety at Work (Asbestos) Regulations 2016 and related guidelines.

**General information:**

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| **PCBU name:** |  | **Completed by:** |
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| **Contact number:** |  | **Site address:** |
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**Reference documents:** This TA has been written using the latest NZ Legislation and industry guidelines

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| ***Health and Safety at Work (Asbestos) Regulations 2016******Management and Removal of Asbestos Approved Code of Practice – 2016******Conducting Asbestos Surveys – Good Practice Guidelines – 2016*** |

**Prior to commencing any work on site please ensure you have read and understood your Safety Procedure Cards. Ensure that the work site is set up as per the Work Preparation Card.**

Please contact HazardCo on 0800 555 339 if you require any assistance to identify hazards or implement the required controls

**Hazard ID and risk management**

The following questions are task specific and will help identify if a particular hazard or risk is likely to be present during the task.

If you have answered yes to any of the questions below you must where possible eliminate (E) the risk, if you cannot do so then you must put in place multiple controls to minimise (M) the risk.

Below is a list of risk controls that are based on regulations, industry expectations and good practice guidelines (referenced on the front of this TA). The controls are listed from most effective to the least effective. Remember to monitor the effectiveness of your controls through on-going Site Reviews.

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| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Has all asbestos been identified?**

**Note: asbestos must be identified or confirmed as not present by a competent person (through formal testing or assumed to be present).****Do not proceed if unsure** | ☐ Yes ☐ No | ACM or ACD / Asbestosis and lung disease | ☐ An Asbestos Management Plan (AMP) has been provide by a PCBU. (**Note:** All workplaces who identify asbestos must have an AMP showing locations and types of asbestos - residential properties are exempt) (M); ☐ All potential asbestos relevant to our work has been identified with samples tested by an accredited lab and a report is available (M);☐ All potential asbestos relevant to our work has been identified (assumed to be present) by a competent person eg removalist/builder etc (M). |
| 1. **Are you demolishing a home or part of a building or structure where asbestos may be present or need to remove cumulatively 10m2 or more of Non-Friable ACM or any Friable Asbestos (able to be crumbled easily)?**

**Do not proceed if you are unlicensed** | ☐ Yes ☐ No | Friable or volume ACM / **High Risk** of Asbestosis and lung disease | ☐ Only licensed (Class A or B) ACM removalist will remove asbestos (E);☐ An asbestos survey by a competent person is required to identify all asbestos in the building (M);☐ An Asbestos Management Plan that identifies all asbestos types and locations is in place (M);☐ Class A or B asbestos work will be notified to WorkSafe 5 days prior to its commencement (M);☐ An Asbestos Removal Control Plan will be in place for the work (M);☐ Enclosures are required for Class A asbestos removal (M);☐ Negative pressure units are required for Class A asbestos removal (M);☐ Air monitoring is required for Class A (and some Class B) asbestos removal (M);☐ An independent clearance inspection is required for Class A and B ACM removal work (M). |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Do you need to remove or are you likely to damage asbestos cement roofing or ceiling tiles?**

**Do not proceed if you are unlicensed** | ☐ Yes ☐ No | Friable ACM /**High Risk** of Asbestosis and lung disease  | ☐ Only licensed (Class A) removalist to remove Friable Asbestos. Cement roofing must be considered friable as very few roofs are in good condition. Ceiling tiles are easily broken and must be considered friable (E);☐ All controls listed above will be put in place by a Class A Licensed removalist (M). |
| 1. **Are you removing or likely to damage less than 10m2 of Non Friable ACM?**
 | ☐ Yes ☐ No | ACM or ACD / Asbestosis and lung disease | ☐ All workers are trained in asbestos identification, safe handling and control measures as required in the Asbestos Regulations (M);☐ Removal can proceed using this TA, work method and competent workers. (WorkSafe does not need to be notified) (M). |
| 1. **Are workers competent to remove, interfere with asbestos, informed of the health risks and untrained workers kept away?**
 | ☐ Yes ☐ No | Non-competent personnel / Asbestosis and lung disease | ☐ No work to be carried out by untrained workers (E);☐ All workers have been informed of the health risks and effects if exposed to asbestos (M);☐ All workers are trained in asbestos identification, safe handling and control measures or directly supervised by someone who is trained (M);☐ All other workers and any other persons have been informed of the asbestos removal and will be kept away from the workplace (M).  |
| 1. **Do you have the correct PPE?**
 | ☐ Yes ☐ No | Incorrect PPE / Asbestosis and lung disease | ☐ A full face positive pressure respirator (RPE) fitted correctly will be used with workers trained in its use (M);☐ A disposable P2 mask with a valve designed for only one use will be used for removal work (M);☐ Disposable overalls one size too big to prevent seam tearing designed for only one use will be used for removal work (M);☐ Safety glasses, gloves and appropriate footwear or disposable boot covers will be used for this work (M). |
| 1. **Have you contained or isolated the site from the public?**
 | ☐ Yes ☐ No | Unauthorised access by public / Asbestosis and lung disease | ☐ The site will be fenced/locked to control access of unauthorized persons (E);☐ Clearly visible warning signs at all entrances to work areas as per ACOP (M);☐ All stored/removed asbestos labelled correctly as per ACOP (M). |

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| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Have you established a set down area for asbestos waste?**
 | ☐ Yes ☐ No | Moving vehicles and asbestos site contamination / Asbestosis and lung disease and vehicle crush | ☐ A set down area will be established to contain asbestos removed prior to disposal (M);☐ Access to the set down area will be restricted to workers involved in asbestos removal using barricades/fencing (M);☐ The set down area will be contained to prevent contamination eg lined bins or marked area protected by polythene sheeting (M);☐ Adequate lighting will be provided for work in low light or at night (M);☐ Appropriate warning signage will be put in place (M);☐ A clear area for pick-up trucks will be established (M); |
| 1. **Do you have appropriate containment and removal procedures in place?**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ 200-micron plastic drop sheeting will be placed below the work area to collect off cuts and dust during the removal process (M); ☐ Dust generation will be minimized by avoiding abrasive cutting and using hand tools only (M); ☐ ACM/ACD will be wetted down (with water or glue) to reduce fibre generation (M);☐ A Hepa vacuum will be used to clean up dust (M);☐ Asbestos will be placed in 200-micron polythene bags or wrapped and sealed in plastic sheeting (M);☐ Asbestos will be double bagged to prevent rupture (M);☐ Bags will not be any larger than 1200 x 900 mm and only half filled and clear of air bubbles (M);☐ Bags will be tied with a goose neck closure and labelled “**Caution Asbestos – Do not open or damage bag – do not inhale dust”** |
| 1. **Have you ensured that high pressure water or compressed air is not used during removal or interference of ACM?**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ No high-pressure water or air will be used during removal (E);☐ No power tools, brooms or other implements that cause the release of airborne asbestos, will be used during removal or clean up unless the use of equipment is controlled (M). |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Have you established a worker decontamination area?**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ A decontamination area protected by polythene sheeting (enclosures are ideal) will be established (away from the removal area) for the removal of PPE (M);☐ PPE and RPE will be cleaned whilst being worn using a Hepa vacuum (M); ☐ Whilst RPE is still worn, disposable overalls, gloves and footwear covers will be removed and bagged in 200-micron polythene bags or plastic containers marked **Caution Asbestos – Do not open** and then disposed of as per waste disposal procedures (M);☐ Footwear will be cleaned off with a damp rag to remove any accumulated asbestos fibres or dust and then rags bagged along with the polythene ground sheet.☐ RPE will be removed and bagged after all other decontamination has occurred (M);☐ Washing of non-disposable PPE will only be done in laundries specifically set up for handling asbestos-contaminated clothing (M). |
| 1. **Have you organised appropriate waste disposal?**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ All asbestos waste will be removed from the site to an approved local authority refuse site as soon as practicable (M);☐ A waste disposal plan will be prepared containing the following:* + How the waste is contained?
	+ Quantity? (amount and dimensions)
	+ Where waste will be stored on site before disposal?
	+ How the waste will be transported?
	+ Local authority approval and requirements?
	+ Where the waste will be transported to?
	+ Verification of correct disposal eg tip docket
 |
| 1. **Have you organised health monitoring for your workers (may not be required if conducting less than 4 weeks removal work in a 52 week period)**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ Health risks associated with exposure to asbestos and the requirement for health surveillance (medical examinations), have been explained to workers (M);☐ Medical examinations (Chest x-rays and lung function testing) have been arranged with the appropriate medical practitioner (M);  |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. **Is air monitoring required (required if there is uncertainty as to whether the airborne contamination standard for respirable asbestos fibre level is likely to be at or above 0.02 fibres/ml)**
 | ☐ Yes ☐ No | Asbestos fibres / Asbestosis and lung disease | ☐ A competent person will carry out air monitoring of the work area (M); |
|  | ☐ Yes ☐ No |  | ☐ ☐ ☐ ☐☐ |
|  | ☐ Yes ☐ No |  | ☐ ☐ ☐ ☐☐ |

**Additional task information**

Add any additional hazards or risks that you identify for this task that are not listed above.

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| Hazards: |  | Controls: |
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| PPE required: |  |
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**Work method statement**

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| Describe how you plan to carry out the task by listing the step by step process eg 1. Arrive on site, 2. unload truck, 3. build scaffold etc. | Done |
| 1. On arrival, complete job start checklist.
 | ☐ |
| 1. Review the Asbestos Management Plan (If provided by the PCBU) and confirm ACM to be removed or interfered with does not exceed the threshold of 10m2 of non-friable ACM or ACD material to be removed.
 | ☐ |
| 1. Complete this TA questionnaire and brief (induct) all workers on this work method, hazards/risks and required risk controls, emergency procedures, removal/decontamination procedures and required PPE. Also ensure training records are on site – all workers sign off this TA.
 | ☐ |
| 1. Isolate the work site using barriers/fencing and put up warning/safety signage.
 | ☐ |
| 1. Unload equipment, all required materials. Check workers PPE is appropriate, is in good condition and fit for purpose.
 | ☐ |
| 1. Establish a set down area for any removed ACM/ACD material.
 | ☐ |
| 1. Set up a decontamination area for workers and equipment.
 | ☐ |
| 1. Put plastic drop sheets down in work area to collect off-cuts and dust.
 | ☐ |
| 1. Wet or glue the ACM/ACD to reduce the release of asbestos fibres - high-pressure hosing or water blasting of ACM materials will not be done.
 | ☐ |
| 1. Commence removal (put on Respirators (RPE)) and avoid breaking or damaging ACM. Wrap ACM material in plastic, double bag, label and move to set down area.
 | ☐ |
| 1. Commence clean up, pick up small pieces of ACM, wet wipe and use Hepa vacuum to clean equipment and framing of any dust from around work area. Carry out a visual clearance inspection to ensure that no ACM has been left behind.
 | ☐ |
| 1. Carry out worker decontamination procedures.
 | ☐ |
| 1. Remove ACM to a certified landfill (verify correct disposal), clear or secure site.
 | ☐ |
|  | ☐ |

**Safety briefing**

You must conduct a safety briefing with all workers involved in this task. Explain the identified hazards and associated risks, the controls that will be put in place, and the proposed work method.

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| **Name:** |  | **Signature:** |
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| **Completed by:** |  | **Signed:** |  | **Date:** |
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