**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 HazardCo Resources.**

**General information:**

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| **PCBU name:** |  | **Completed by:** |
|  |  |  |
| **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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| Approved Code of Practice for The Management of Substances Hazardous to Health in The Place of Work Published July 1997 by the Occupational Safety and Health Service, Department of Labour, |
| Guidelines for the Remediation of Clandestine Meth Lab Sites. Published August 2010 by the Ministry of Health. |
| Health and Safety at Work (Hazardous Substances) Regulations 2017 |
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**Prior to commencing any work on the worksite please ensure you have read and understood the Safety Procedures Section of your HazardCo resources. Ensure that the worksite is set up as per the Work Preparation Page.**

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. **Will there be any airborne contaminants eg. chemical fumes**
 | ☐ Yes ☐ No | Inhalation of harsh chemicals resulting in illness, incident or death | ☐ Air sample/testing to be conducted before and after remediation (M);☐ Vacuum using a commercial grade vacuum cleaner with a high efficiency HEPA filter before remediation and after uplifting of flooring materials eg. Lino, vinyl, carpets (M);☐ Ventilate the property 24 hours before remediation work. Continue ventilation during and after remediation by opening windows, using fans, blowers or negative air unit with HEPA filter System (M). |
| 1. **Will you be cleaning contaminated materials or surfaces?**
 | ☐ Yes ☐ No | Exposure to hazardous substances and chemicals resulting in illness, incident or death  | ☐ Non-essential workers kept clear of work area (E);☐ Contaminated materials identified prior to works and appropriate warning signage is in place (M);☐ Only workers trained and competent will enter and work in exposed areas (M);☐ Do not use cleaning chemicals with ammonia or hypochlorite ion eg. Bleach (M);☐ Property to be cleaned from roof to floor (M);☐ Surfaces to be washed down with a wet cloth at least 3 times and thoroughly rinsed between each clean (M);☐ The correct PPE will be used e.g. fitted respirators, disposable chemical suit, gloves, boots, fitted correctly e.g. facial hair will prevent correct seal with face (M);☐ Yearly lung function tests will be carried out as part of a Health Monitoring Plan, to ensure no workers are suffering any ill effects from the work they are carrying out (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. **Will encapsulation techniques be required?**
 | ☐ Yes ☐ No | Hazardous Substances resulting in illness, incident or death. | ☐ Following cleaning of materials all surfaces eg. walls, ceilings, floors, woodwork, be spray coated with oil based paint, epoxies or polyurethane (M);☐ Ceramic or stone-filled surfaces to be cleaned and re-glazed (M);☐ Grout to be stained using epoxy-based stain (M). |
| 1. **Is demolition required?**
 | ☐ Yes ☐ No | Contamination resulting in illness, incident or death | ☐ Refer to the ‘Demolition’ Task Analysis (M);☐ Building consent required (M);☐ All demolished material to be disposed of correctly (M). |
| 1. **Is there a potential for contaminated soil or water?**
 | ☐ Yes ☐ No | Environmental contamination resulting in illness, incident or death | ☐ Soil and water sampling required (M);☐ Regional council to be consulted (M). |
| 1. **Is there a possibility that chemicals were tipped down the drain?**
 | ☐ Yes ☐ No | Contamination resulting in illness, incident or death | ☐ Removal and replacement of corroded plumbing required (M);☐ Drains to be checked for staining and corrosion (M);☐ Flushing of plumbing system to be undertaken (M); |
| 1. **Is there a heating, ventilation or air conditioning (HVAC) unit within the property?**
 | ☐ Yes ☐ No | Contamination resulting in illness, incident or death | ☐ Removal and replacement of all vents, ducting and filters (M);☐ System to be shut down until fully remediated or replaced (M);☐ Fiberglass and porous HVAC to be disposed of correctly (M); |
| 1. **Do you have appropriate containment and removal procedures in place?**
 | ☐ Yes ☐ No | Contamination resulting in illness, incident or death | ☐ Contaminated materials will be made unusable and discarded at an approved landfill (M);☐ Waste water testing will be conducted by a competent person and waste disposed of correctly (M);☐ All cloths used will be disposed of correctly after each use (M);☐ Decontamination area will be available for removal of protective equipment (M);☐ Washing facilities will be available (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 set down area for contaminated material waste?**
 | ☐ Yes ☐ No | Moving vehicles and exposure chemicals resulting in injury, illness, incident or death. | ☐ A set down area will be established to contain contaminated material prior to disposal (M);☐ Access to the set down area will be restricted to workers involved in 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);☐ A clear area for pick-up trucks will be established (M). |
| 1. **Will there be a risk of falling from height?**
 | ☐ Yes ☐ No | Fall from height resulting in injury, incident or death | ☐ Refer to the ‘Working at Heights’ Task Analysis (M). |
| 1. **Will anyone be working at night or in poor lighting?**
 | ☐ Yes ☐ No | Workers exposed to being struck or slips, trips and falls resulting in injury, incident or death | ☐ Artificial lighting to be used where there is insufficient natural light (M);☐ No lone work at night (M);☐ Clear communication procedures in place (M). |
| 1. **Will the work being undertaken involve repetitive lifting, bending, twisting or other types of manual handling?**
 | ☐ Yes ☐ No | Body stressing causing sprains and strains resulting in injury. | ☐ A mechanical aid is required as the materials being lifted are too heavy or awkward to lift manually (E);☐ All workers are trained in the correct manual handling techniques (bend knees, keep back straight, lift with your legs, keep load close in front of you) (M). |
|  | ☐ Yes ☐ No |  | ☐☐☐☐ |
|  | ☐ Yes ☐ No |  | ☐☐☐ |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
|  | ☐ Yes ☐ No |  | ☐☐☐ |
|  | ☐ Yes ☐ No |  | ☐☐☐ |
|  | ☐ 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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| PPE required: |  | Signage 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 |
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**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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