**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.**

A confined space is defined as an enclosed or partially enclosed space that is not intended primarily for human occupancy. It is liable to have an atmosphere that contains harmful or flammable contaminants or not contain a safe oxygen level. It may have contents that could cause engulfment.

**Note: All staff involved in Confined Space Entry must be trained to an appropriate standard (eg 17599 Plan a Confined Space Entry,18426 Confined Spaces & 25510 Atmospheric Testing) and be competent in confined space entry and work.**

**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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| ***Australian Standard 2865 – 1995 Safe working in a Confined Space******Confined Spaces Code of Practice 2014*** ***Confined space – Safe working in a confined space******WorkSafe Fact Sheet: Confined Spaces: Planning entry and working safely in a confined space*** ***Health and Safety at Work Reguations 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. **Is the work area deemed to be a confined space?**
 | ☐ Yes ☐ No | Entry to the Confined Space can result in injury, illness or death. | ☐Always, as a first step, check to see if the work can be done with equipment from outside the confined space. The golden rule is: **Don’t go in if you don’t have to (E)**☐ Worker planning a confined space entry and entering the confined space must be trained and competent in the task they are completing and also hold the relevant qualifications☐Two or more workers will be involved in the confined space planning and entry |
| 1. **Are all staff are trained in confined space entry / work?**
 | ☐ Yes ☐ No | Workers that do not hold the relevant training could cause an in injury, illness or death. | ☐A stand-by person’s role is to monitor the safety of the person working inside the confined space and to take action if an emergency arises. Ensure there is a reliable system of communication – by voice, radio, hand signals, hard-wired communication, etc. This person must be trained. (M)☐ Ensure all workers (supervisors, stand-by person, workers entering confined spaces and rescue personnel) are trained to an appropriate standard (eg 17599 Plan a Confined Space Entry,18426 Confined Spaces & 25510 Atmospheric Testing) and competent in confined space entry and work. Training records should be documented in a training register or similar. (M)☐ Ensure all workers are trained and competent in the use of the safety equipment used including the rescue equipment provided (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. **Put an emergency/rescue plan in place**
 | ☐ Yes ☐ No | Entry to the Confined Space can result in injury, illness or death. | ☐ Ensure you have an adequate emergency plan to evacuate the confined space. Where necessary, there should be a system for getting a worker out of the space quickly if anything goes wrong. This could include a safety harness and lifeline attached to a tripod. (M)☐ Rescue procedures should be included in the training of workers (M)☐ Rescue equipment, including emergency breathing apparatus, should be available near the entrance at all times. (M)☐ The Emergency Plan should be discussed as part of the induction and at pre start site meetings. (M) |
| 1. **Have you isolated any contaminants, services or moving parts?**
 | ☐ Yes ☐ No | Introduction of contaminants, services or moving parts may result in incident, injury or death | ☐ Isolate all services such as gas supplies, moving machinery and electricity (M);☐ Prevent accidental introduction of materials, e.g. steam, water etc. through piping, ducts or vents. De-energise, lockout/tagout machinery (M). |
| 1. **Will an ‘entry permit system’ be issued which controls entry and security of the work area?**
 | ☐ Yes ☐ No | Unauthorised entry to the Confined Space can result in injury, illness or death. | ☐ The PCBU responsible for the work should issue a written authority or confined space entry permit – as described in the AS2865. Essentially, this permit is a safety checklist to make sure nothing is missed or overlooked (M);☐ Entry Log is maintained and recorded for each entry/exit to the confined space by the nominated stand-by person (M);☐ All work areas must be fenced or covered to prevent unauthorised access to confined spaces by children or by the public (M);☐ Provide warning signage and notices on all entrances to the work site. (M)☐ All work carried out on public property must have the approval of the local authority. (M)☐ Employ traffic control measures where required. (M)☐ Provide public protection where applicable. (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. **Has the atmosphere been tested for oxygen deficiency or for toxic and combustible gasses?**
 | ☐ Yes ☐ No | Exposure to unsafe oxygen levels can result in injury, illness or death | ☐ Be aware of gases that may be present in confined space such as methane, hydrogen sulphide, carbon dioxide, hydrogen sulphide, natural gas, steam, carbon monoxide, sulphur dioxide, petrol fumes, LPG and kerosene.(M);☐ Where possible, atmospheric testing should be carried out without entering the confined space.(M);☐ Test for toxic contaminants (eg hydrogen sulphide, methane, carbon monoxide) and combustible contaminants (eg petroleum vapours) (M);☐ Use appropriate detection equipment, which should be correctly calibrated at regular intervals (M);☐ Ventilate the confined space by using a fan, by blowing air in with a compressor, or by opening more manhole covers or other entry or exit points. (**WARNING:** Never use oxygen to purge a confined space as it can create a fire and explosion hazard).(M);☐ If the space can’t be ventilated, or if the work will contaminate the atmosphere (eg hot work, painting, sludge removal) then a suitable self-contained breathing apparatus or supplied-air respirator should be used (M). **NOTE:** If compressed air or respiratory air is to used, notice must be made at least 24hours prior to WorkSafe. ☐ Personal protective equipment (PPE) should only be used either as a last resort, or when all other control measures fail to control the risk, or in an emergency response (M). |
| 1. **Will the work being undertaken involve repetitive lifting, bending, twisting or other types of manual handling?**
 | ☐ Yes ☐ No | Strain or sprain from manual handling resulting in injury | ☐ A mechanical aid is required as the materials being lifted are too heavy or awkward to lift manually (E);☐ All workers require training in correct manual handling techniques (bend knees, keep back straight, lift with your legs & keep load close in front of you) (M);☐ Store materials to reduce manual handling risks e.g. between knee & shoulder height (M);☐ Ensure a two person lift for large, awkward or heavy objects (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. **Ensured that you are regularly monitoring and maintaining your control measures?**
 | ☐ Yes ☐ No | Exposure to unsafe oxygen levels can result in injury, illness or death. | ☐ Regularly test the air in a confined space constantly as oxygen and gas levels in a confined space can change quickly. Be alert for any change in conditions. (M)☐ Continuous air monitoring equipment been provided and is operational if required. (M) |

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| **Pre-entry atmospheric** **test** | **Permissible entry** **levels** | **Readings: Test 1** **(top)** | **Test 2** **(midpoint)** | **Test 3** **(bottom)** | **Test 4** |
| **O2** | **19.5% to 23.5%** |  |  |  |  |
| **LEL** | **0** |  |  |  |  |
| **H2S** | **0** |  |  |  |  |
| **Co** | **25ppm** |  |  |  |  |
| **Name of initial tester:**  |  |  |  |  |
| **Test date & time:** |  |  |  |  |
| Where continuous testing is required, times and results must be recorded on a gas monitor check sheet. Testing and recording requirements for this permit is a minimum of four times daily. |

**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 |
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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:** |  | **Confined space trained:** |  | **Signature:** |
|  |  | ☐ Yes ☐ No |  |  |
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| **Completed by:** |  | **Signed:** |  | **Date:** |
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**Sign in/out register for confined space work**

You must sign in and out each day during any confined space work

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| **Name:** | **Task:** | **Date:** | **Time in:** | **Time out:** |
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