**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.**

**ASBESTOS NOTE:**

**Conduct a demolition and refurbishment survey to determine the presence or lack of Asbestos Containing Material ACM. ACM must be assumed as being present if you are unsure.**

**If demolition is likely to disturb ACM ensure Asbestos removal is completed by a qualified and competent person prior to demolition works.**

**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  Approved Code of Practice (ACOP) Management and Removal of Asbestos  Good Practice Guideline Excavation Safety |

**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 you be working on a contaminated site?** | ☐ Yes ☐ No | Contamination resulting in illness | ☐ Soil and water testing will be conducted to confirm any contamination of the site (M);  ☐ The local authority will be contacted to ensure site is not on the Hazardous Activities and Industries List (M);  ☐ Full assessment of site carried out prior to work (M);  ☐ Site specific safety plan available and sighted by all workers (M);  ☐ Site specific emergency plan in place (M);  ☐ Air monitoring for contaminants during work (M);  ☐ Adequate PPE to be supplied and worn (M);  ☐ Safe working area set up including an exclusion zone to prevent people entering the site during demolition (M); |
| 1. **Has all Asbestos Containing Material been identified and controlled/removed?**   **Do not proceed if unsure. Complete a survey and have sample findings from the laboratory available.** | ☐ Yes ☐ No | Exposure to asbestos dust resulting in mesothelioma or cancer | ☐ An Asbestos Management Plan (AMP) has been provided 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 have been identified with samples tested by an accredited lab and a report is available (M);  ☐ All potential asbestos relevant to work has been identified (assumed to be present) by a competent person (M);  ☐ Asbestos removed by a trained and competent person, and where required holds the correct licence (M);  ☐ **Complete Asbestos Removal Task Analysis (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 you be conducting work using explosives** | ☐ Yes ☐ No | Explosive materials resulting in injury, illness, incident or death | ☐ IPENZ registered engineer approved method (M);  ☐ Experienced approved handler of explosive in charge of work (M);  ☐ Local authority and emergency services notified (M);  ☐ Escape routes established and open (M);  ☐ Explosives listed on Hazardous Substance Register and correct controls are in place (see Hazardous Substance question) (M);  ☐ Public kept at a safe distance and site securely fenced (M);  ☐Trained and competent workers only in work crew (M);  ☐ Use appropriate PPE (M). |
| 1. **Will there be any hazardous substances on site?** | ☐ Yes ☐ No | Hazardous substances resulting in illness, incident or death | ☐ Remove all hazardous substances from the workplace (E);  ☐ Replace hazardous substances with non-hazardous substances (E);  ☐ Handle/store/dispose of hazardous substances as per the Safety Data Sheet (SDS) and Regulations (M);  ☐ Record all hazardous substances on a register (M);  ☐ Only trained and/or supervised workers to handle hazardous substances (M);  ☐ Licensed handlers used where required (M);  ☐ Use the correct PPE as per the SDS when handling or working with hazardous substances (M);  ☐ Ensure appropriate warning signage is in place (M). |
| 1. **Will you require a delivery area?** | ☐ Yes ☐ No | Moving vehicles and machinery resulting injury, incident or death | ☐ Access to areas around the delivery area to be restricted using barricades, safety mesh or danger tape (M);  ☐ Use a spotter to keep the public out of working area (M);  ☐ Safety zone to be set up around delivery area (M);  ☐ A clear area for delivery trucks is to be established (M);  ☐ Adequate lighting to be provided for work in low light or at night (M);  ☐ Appropriate warning signage to be put in place (M); |
| 1. **Will materials be lifted by crane/forklift or similar?** | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting injury, incident or death | ☐ Competent/trained staff only to operate crane/forklift (M);  ☐ Lift plan in place and sighted by all those involved (M);  ☐ Exclusion zone set up (M);  ☐ Safety observer to be used (M);  ☐ All non-essential workers and visitors kept clear while lifting occurs (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 you be using wire rope demolition?** | ☐ Yes ☐ No | Insecure loads causing falling objects resulting injury, incident or death | ☐ Machine used accordingly to SOP or manufacturer’s instructions (M);  ☐ Trained and competent operators only (M);  ☐ Machines fitted with ROPS/FOPS (M);  ☐ Daily maintenance checks to be carried out (M);  ☐ Wire ropes at least 16mm in diameter (M);  ☐ Safe working area set up including an exclusion zone to prevent people from entering the building during demolition (M);  ☐ Use appropriate PPE (M). |
| 1. **Will you be using high reach excavators?** | ☐ Yes ☐ No | Moving plant, machinery and equipment resulting in injury, incident of death | ☐ Machine used accordingly to SOP or manufacturer’s instructions (M);  ☐ Trained and competent operators only (M);  ☐ Machines fitted with ROPS/FOPS (M);  ☐ Daily maintenance checks to be carried out (M);  ☐ Will not be used as a crane (M);  ☐ Safe working area set up including an exclusion zone (M);  ☐ Spotter in place to control traffic or access (M);  ☐ Use appropriate PPE (M). |
| 1. **Will there be any use of equipment near overhead power lines?** | ☐ Yes ☐ No | Uncontrolled electricity contact resulting in injury, incident or death | ☐ Do not work within 4m of power lines (E);  ☐ Obtain permission from local authority before commencing work (M);  ☐ Power to be isolated at the source by a qualified electrician (M);  ☐ Safe approach distance to be marked using visual identification e.g. tiger tails (M);  ☐ Spotter to be used when moving vehicles/machinery on site (M);  ☐ All equipment to have a mobile earth attached when being used within 4m (M).  ☐ Emergency response procedures will be in place (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. **Could there be underground services or utilities in or near your demolition?** | ☐ Yes ☐ No | Contact with underground utilities resulting in injury, incident or death | ☐ Service owners will be contacted to identify all services likely to be on site prior to commencing the excavation (M);  ☐ Services will be located (using detection equipment if required) and marked out prior to starting work and where necessary isolated at the source (switched off) (M);  ☐ Service plans will be obtained and available on site (M);  ☐ Safe mobile plant access to the excavation site will be provided to ensure plant does not damage underground services eg drains, tanks etc (M);  ☐ Mechanical pilot holes will be dug to expose services (M);  ☐ Pilot holes will be hand dug until services are uncovered and supported (M);  ☐ Spotters will be used to spot services in the excavation (M). |
| 1. **Will backfilling of the demotion area be required using plant, machinery or equipment?** | ☐ Yes ☐ No | Moving plant, machinery and equipment resulting in injury, incident or death | ☐ All plant, machinery and equipment will be operated as per manufacturer instructions and by a competent person (M);  ☐ All guards and operator protective devices, ROPS, FOPs and seatbelts will be in place and used (M);  ☐ Workload limits will be displayed and measuring devices operable (M);  ☐ Regular daily checks and maintenance will be carried out as per manufacturer’s instructions (M);  ☐ Plant, machinery and equipment will not be operated within 1m from the edge of an excavation (M);  ☐ All workers will be briefed on blind spots and how to gain safe access to plant, machinery and equipment (M);  ☐ Barriers will be used to isolate plant, machinery and equipment from non-essential workers (M);  ☐ A spotter will be used when operating plant, machinery or equipment (M);  ☐ Quick hitches will be used in accordance with WorkSafe’s Fact Sheet “Using Quick Hitches Safely” (M);  ☐ Correct PPE will be worn when operating or working near plant, machinery and equipment (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. **Could the demolition work create dust or airborne contaminants?** | ☐ Yes ☐ No | Exposure to hazardous environments resulting in injury, illness or death | ☐ Frequent watering of working areas will be conducted (M);  ☐ On-tool dust extraction methods will be used (M);  ☐ Dust masks or breathing apparatus will be provided to workers (M);  ☐ Health monitoring (lung function testing) will be in place for workers (M). |
| 1. **Will there be noise above 85dB during demolition?** | ☐ Yes ☐ No | High noise levels resulting in Noise Induced Hearing Loss (NIHL) | ☐ Noisy plant, machinery and equipment will be substituted for less noisy equipment (M);  ☐ Non-essential persons or visitors will be kept clear of plant, machinery and equipment (M);  ☐ Hearing protection will be used at all times and noise levels monitored (M);  ☐ Plant, machinery and equipment set up in enclosed spaces will be avoided (M);  ☐ Health monitoring (hearing testing) will be in place for workers (M). |
| 1. **Will work be affected by high winds?** | ☐ Yes ☐ No | High winds causing falling objects or fall from height resulting in death or injury | ☐ Postpone working at heights (E);  ☐ Secure tools, materials and equipment (M);  ☐ Use appropriate fall protection and PPE (M);  ☐ Use the correct footwear for the job (M). |
| 1. **Will there be a risk of fall from height?** | ☐ Yes ☐ No | Fall from heights resulting in injury, incident of death | ☐ Work to be done at ground level (E);  ☐ Appropriate guarded work platform to be provided e.g. scaffold, EWP edge protection or similar (M);  ☐ Fall restraint system to be used (M);  ☐ Soft landing systems to be used e.g. safety nets, air and bean bags (M);  ☐ Ladders to be used as a last resort and for short periods only (M);  ☐ Complete working at height TA (M).  ☐ Use appropriate fall protection and PPE (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 there be any work carried out on ladders?** | ☐ Yes ☐ No | Fall from heights resulting in injury, incident or death | ☐ Don’t use ladders as a working platform, replace with podium ladders or a guarded work platform (E);  ☐ Ladders to be used as a last resort and for short duration only (M);  ☐ Use only commercial grade ladders rated to at least 120kg that comply with AS/NZS (M);  ☐ Do not use 3 step ladders (M);  ☐ Only use ladders for access to the work area or a working platform (M);  ☐ Conduct a visual inspection before each use and regular maintenance checks (M);  ☐ Use Ladder Stability Devices (LSD) to prevent slipping or lateral movement (M);  ☐ Set up straight ladders correctly e.g. 4 up 1 out method with 1 metre overlap on a roof edge, ensure all stabilising stays/locking clips/locking arms are engaged securely (M);  ☐ Maintain 3 points of contact at all times (M);  ☐ Always stop at the 3rd step from the top of a straight ladder (M);  ☐ Carry tools on a tool belt and don’t overreach (M);  ☐ Place suitable barriers around ladder where necessary e.g. when working in driveways or corridors (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 incident or injury | ☐ A mechanical aid is required as the materials being lifted are too heavy or awkward to lift manually i.e. EWP, forklift etc (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);  ☐ Rotate workload (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 you be working at night or in poor lighting?** | ☐ Yes ☐ No | Workers exposed to being struck or falling into excavation resulting in injury, incident or death | ☐ Artificial lighting in trenches and open excavations will be used where there is insufficient natural light (M);  ☐ There will be no lone workers working at night (M);  ☐ Clear communication procedures will be in place (M). |
| 1. **Will waste from demolition be sorted and loaded to relevant waste facility?** | ☐ Yes ☐ No | Slips trips and falls, manual handling injuries and cuts resulting in injury or incident | ☐ Machinery to conduct sorting/loading (E);  ☐ Barricade potential hazard areas (M);  ☐ Use correct manual handling techniques (M);  ☐ Use appropriate PPE (M). |
| 1. **Will there be truck/haulage movements to and from site delivering materials (soil) or removing demolished/excavated materials (spoil)?** | ☐ Yes ☐ No | Moving plant, machinery and equipment resulting in injury, incident or death | ☐Only Inducted staff or subcontractors on site (M);  ☐Experienced and licensed operators using machinery (M);  ☐Licensed Truck drivers (M);  ☐Monitor driving on site and set speed limit (M);  ☐Traffic Management Plan (TMP) if required (M);  ☐Awareness of soft spots when tipping make sure ground is solid (M);  ☐Use appropriate PPE (M); |
| 1. **Enter any additional here** | ☐ Yes ☐ No |  | ☐  ☐  ☐  ☐ |
| 1. **Enter any additional here** | ☐ 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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