**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:** |
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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 (General Risk and Workplace Management) Regulations 2016  Health and Safety at Work (Hazardous Substances) Regulations 2017  Noise in the workplace - Approved Code of Practice |
| Approved Code of Practice (ACOP) Management and Removal of Asbestos / Health and Safety at Work (Asbestos) Regulations 2016 |
| WorkSafe – Silica Dust in Construction Fact Sheet |
| WorkSafe – Wood Dust: Controlling the Risks Fact Sheet |

**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. **Has asbestos been identified in the flooring?** (**Note:** Asbestos can be identified formally through testing or assumed to be present and treated accordingly**)** | ☐ Yes ☐ No | Exposure to asbestos dust resulting in mesothelioma or cancer | ☐ 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);  ☐ Asbestos has been identified and samples tested by an accredited lab (M);  ☐ Asbestos has been identified or assumed to be present by a competent person e.g. removalist /builder etc. (M). |
| 1. **Are you removing more than 10m2 of flooring containing asbestos?** | ☐ Yes ☐ No | Exposure to asbestos dust resulting in mesothelioma or cancer (**Do not proceed if you are unlicensed)** | ☐ Only a licenced (Class A or B) ACM removalist will remove Asbestos (M);  ☐ A written Asbestos Management Plan that identifies all Asbestos types and locations will be in place and readily accecessible (M);  ☐ Class A or B Asbestos work will be notified to WorkSafe 5 days prior to its commencement (M);  ☐ An Asbestos Control Plan has been prepared for the work (M);  ☐ Enclosures will be required for Class A asbestos removal (M);  ☐ Negative pressure units will be required for Class A asbestos removal (M);  ☐ Air monitoring will be required for Class A (and some Class B) asbestos removal (M);  ☐ An independent clearance inspection is required for Class A and B work (M). |
| 1. **Are you removing less than 10m2 of flooring containing asbestos?** | ☐ Yes ☐ No | Exposure to asbestos dust resulting in mesothelioma or cancer | ☐ All workers are trained in asbestos identification, safe handling and control measures (M);  ☐ Removal can proceed using an asbestos removal work method (See Asbestos TA) by competent workers (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 any hazardous substances be used?** | ☐ Yes ☐ No | Exposure to hazardous substances resulting in injury, illness or death. | ☐ All hazardous substances will be removed from the workplace (E);  ☐ Hazardous substances will be replaced with non-hazardous substances (E);  ☐ Hazardous substances will be handled/stored/disposed of as per the Safety Data Sheet (SDS) and Regulations (M);  ☐ All hazardous substances will be recorded on a register (M);  ☐ Only trained and/or supervised workers will handle hazardous substances (M);  ☐ Licensed handlers will be used where required (M);  ☐ The correct PPE will be used as per the SDS when handling or working with hazardous substances (M);  ☐ The appropriate warning signage will be in place (M). |
| 1. **Will any flammable solvent based contact adhesives be used?** | ☐ Yes ☐ No | Exposure or explosion from flammable hazardous substances resulting in injury, illness, incident or death. | ☐ Work area will be ventilated where flammable solvent based contact adhesives is used (M);  ☐ Workers will be trained and competent in the use of flammable solvent based contact adhesive (M);  ☐ Workers will be provided and trained on the appropriate PPE to use (M). |
| 1. **Will there be gas torches used?** | ☐ Yes ☐ No | Explosion or burns from unsafe use of gas torch resulting in injury, incident or death. | ☐ All ignition sources will be removed prior to gas torches being used (M);  ☐ Workers will be trained and competent in the use of gas torches (M);  ☐ Workers will be provided and trained on the appropriate PPE to use (M). |
| 1. **Will there be hand, power, or pressure tools used?** | ☐ Yes ☐ No | Unsafe tools and practices resulting in injury, incident or death | ☐ Unsafe tools will be removed from service (E);  ☐ The appropriate PPE will be used by all workers e.g. guards, barriers, hearing/eye protection, footwear etc. (M);  ☐ Workers will be trained and competent prior to using tools or supervised until deemed to be (M);  ☐ All equipment will be inspected prior to use and documented (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. **Will noise levels be below accepted levels (sustained noise over 8 hours below 85 dB or peak noise below 140 dB).** | ☐ 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 there be exposure to airborne substances e.g. silica dust (concrete, bricks, rocks, stone, sand, and clay), wood dust or fumes?** | ☐ Yes ☐ No | Exposure to airborne substances resutling in injury, illness or death. | ☐ 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);  ☐ Good ventilation/extraction/vacuum systems will be used for the work being carried out (M);  ☐ The correct PPE e.g. respirators/fitted dust masks will be used to prevent contaminants from being inhaled (M);  ☐ All PPE will be fitted correctly e.g. facial hair will prevent correct seal with face (M);  ☐ Non-essential workers must be isolated from work areas (M);  ☐ Ensure appropriate warning signage is in place (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 will be used as the materials being lifted are too heavy or awkward to lift manually (E);  ☐ All workers will be trained in correct manual handling techniques (bend knees, keep back straight, lift with your legs & keep load close in front of you) (M);  ☐ Materials will be stored to reduce manual handling risks e.g. between knee and shoulder height (M);  ☐ A two-person lift will take place for any large, awkward or heavy objects (M);  ☐ Work roles will be rotated (M). |

**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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