**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.**

**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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| Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 |
| Gas (Safety and Measurement) Regulations 2010 |
| Plumbers, Gasfitters, and Drainlayers Act 2006 |

**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 the gas supply been isolated and a confirmation test completed?** | ☐ Yes ☐ No | Uncontrolled ignition of gas causing incident, injury or death. | ☐ Isolation of gas supply conducted (M);  ☐ Confirmation via testing completed (M);  ☐ Lockout Tagout process in place (M). |
| 1. **Has potential for spark generation been removed?** | ☐ Yes ☐ No | Uncontrolled ignition of gas causing incident, injury or death. | ☐ All equipment is tested, tagged, up to date and not faulty (M);  ☐ Confirmation via testing completed (M);  ☐ Gas detection to be conducted continuously throughout the job (M). |
| 1. **Could someone else turn the gas supply back on while work is being carried out?** | ☐ Yes ☐ No | Uncontrolled ignition of gas causing incident, injury or death. | ☐ Work area is secured and supply isolated (M);  ☐ Lockout tagout process in place (M);  ☐ Equipment to be disconnected from the source prior to work (E). |
| 1. **Will any workers not be fully qualified Gas fitters?** | ☐ Yes ☐ No | Lack of training may lead to personal injury, property damage &/or environmental incident. | ☐ Must be supervised by a certifying person who is ultimately responsible for ensuring the work is done competently. (M);  ☐ Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures (M); |
| 1. **Could you come in contact with underground services/utilities?** | ☐ Yes ☐ No | Underground services | ☐ Dial before you dig (M);  ☐ Contact local authority/suppliers for any drawings or information concerning underground services (M);  ☐ Isolate all services (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. **Are there any damaged gas lines in the vicinity of the work?** | ☐ Yes ☐ No | Escape of gas which may lead to fires or explosions if an ignition source is present. | ☐ Isolate supply from source (M);  ☐ Locate and mark all lines (M);  ☐ Test for gas flow (M);  ☐ Only competent workers to work in the area (M);  ☐ Use correct PPE (M). |
| 1. **Will you be conducting high risk Gas fitting?** | ☐ Yes ☐ No | Work which is not low-risk gas fitting and meets one or more of the high-risk criteria | ☐ All work to be certified as per AS/NZS 5601.1 (M);  ☐ All work to be tested as per AS/NZS 5601.1 (M);  ☐ Works to be entered into the Safety database (M);  ☐ Trained and qualified persons only (M). |
|  | ☐ 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:** |
|  |  |  |  |  |