**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

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Approved Code of Practice for the Management of Noise in the Workplace - 2002

Best Practice Guidelines - Safe Use of Machinery - 2014

WorkSafe NZ Factsheets

**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 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).** |
| 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 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 a Working at Heights Task Analysis (M). |
| 1. **Will there be any work of ladders?** | ☐ Yes ☐ No | Fall from heights resulting in injury or death | ☐ Don’t use ladders as a working platform replace with podium ladders or a guarded work platform (E);  ☐ Do not use a 3-step ladder (M);  ☐ Only use ladders for access to the work area or a working platform (M);  ☐ Ladders to be used as a last resort and for short duration only (M);  ☐ Use only commercial grade ladders rated to at least 120kg’s that comply with AS/NZS 1892 (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. 4up 1 out method with 1 metre overlap on a roof edge (M);  ☐ 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 over reach (M);  ☐ Place suitable barriers around ladder where necessary e.g. when working in drive ways or corridors (M);  ☐ Do not stand on the top two steps of an A frame ladder (M).  ☐ Use Ladder Stability Devices (LSD) to prevent slipping or movement (M); |
| 1. **Will there be plant, machinery or equipment used?** | ☐ Yes ☐ No | Unsafe machinery and practices resulting in injury, incident or death | ☐ Remove all unnecessary plant, machinery or equipment from the workplace that can cause harm (E):  ☐ Operate in accordance to the manufacturer's instructions and implement Standard Operating Procedures (SOP) (M);  ☐ Only competent workers can operate plant, machinery or equipment, isolate all non-essential workers and visitors (M);  ☐ Ensure appropriate guarding and cut-off switches are in place / use a lock out tag out (LOTO) system for cleaning and maintenance of machinery (M);  ☐ The appropriate PPE needs to be used by all workers when operating e.g. guards, barriers, hearing/eye protection, footwear etc. (M);  ☐ Inspect before use. These inspections should be recorded (M);  ☐ Recorded in the Plant, Machinery and Equipment Register (M);  ☐ All electrical equipment including RCD’s to be tested to NZ Standard (M);  ☐ Ensure appropriate warning signage is in place (M). |
| 1. **Will materials be lifted by crane/forklift or similar?** | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting in injury or death | ☐ Competent/trained staff only to operate crane/forklift (M);  ☐ Exclusion zones and marked walkways set up (M);  ☐ Safety observer to be used (M);  ☐ All non-essential workers and visitors kept clear while lifting occurs (M). |
| 1. **Will any work at height encroach within 4 metres of high voltage power lines?** | ☐ Yes ☐ No | Coming in contact with live high voltage lines 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). |
| 1. **Will work be affected by high winds?** | ☐ Yes ☐ No | High winds causing falling objects or fall from height resulting in injury or death. | ☐ 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 hand, power, or pressure tools used?** | ☐ Yes ☐ No | Unsafe tools and practices resulting in injury, incident or death | ☐ Unsafe tools need to be removed from service (E);  ☐ The appropriate PPE needs to be used by all workers e.g. guards, barriers, hearing/eye protection, footwear etc. (M);  ☐ Workers require training and assessing as competent prior to use(M);  ☐ All equipment to be inspected prior to use, document (M). |
| 1. **Will there be a risk of electrical exposure?** | ☐ Yes ☐ No | Coming in contact with live voltage lines resulting in injury, incident or death | ☐ Ensure all electrical outlets including the position of wiring to lights should be noted on the task analysis, and where applicable on the building plans (M);  ☐ Consult with electrical specialist to ensure all electrical cabling is isolated prior to commencing work (M). |
| 1. **Will noise levels be above 85dB(A) whilst on site? (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) | ☐ Purchase equipment with low noise emissions (E);  ☐ Isolate noisy machinery and equipment away from non-essential workers and visitors (M);  ☐ Implement job rotation to reduce duration of exposure (M);  ☐ Maintain and service machinery (take into account noise) (M);  ☐ Use the correct hearing protection for the job (M);  ☐ Carry out yearly hearing tests as part of a Health Monitoring Plan (M);  ☐ Ensure appropriate warning signage is in place (M). |
| 1. **Will any hazardous substances be used?** | ☐ Yes ☐ No | Exposure to hazardous substances resulting in injury, illness 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);  ☐ 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 there be exposure to airborne substances e.g. dust, fumes, vapours or gases?** | ☐ Yes ☐ No | Exposure to airborne substances resulting in injury, illness or death. | ☐ Yearly lung function tests should 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 are required for the work being carried out (M);  ☐ The correct PPE e.g. respirators/fitted dust masks must be used to prevent contaminants from being inhaled (M);  ☐ All PPE must 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 there be any excavation work?** | ☐ Yes ☐ No | Excavation collapse or exposure to airborne contaminants resulting in injury, incident, illness or death | ☐ Complete an Excavations TA (M); |
| 1. **Could there be underground services or utilities in or near your work?** | ☐ 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 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 (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 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);  ☐ Store materials to reduce manual handling risks e.g. between knee and shoulder height (M);  ☐ Ensure a two person lift for large, awkward or heavy objects (M).  ☐ Rotate workload with other workers (M). |
| 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). |
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**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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