**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 (Hazardous Substances) Regulations 2017 |
| Hazardous Substances GuidelinesWorking safely with hazardous substance practical guide New rules for hazardous substance interpretive guidelines |
| Thresholds and Classifications |
| Land Transport Rule: Dangerous Goods 2005 |
| WorkSafe New Zealand Hazardous Substances factsheets |

**Prior to commencing any work on site please ensure you have read and understood your Safety Procedure 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 using hazardous substances eg gas, pesticides, cleaning products, paint, solvents etc**
 | ☐ Yes ☐ No | Poisoning, chemical burns, dermatitis, eye injuries and respiratory problems (from contact or handling) resulting in injury, illness or death | ☐ Store only what you need in the workplace (M);☐ Emergency response plan in place and emergency equipment available eg fire extinguisher with a rating of at least 30B, spill kit (M); ☐ All substances recorded on the Hazardous Substance and Waste Register (M);☐ Safety Data Sheets (SDS) readily available (M); ☐ Correct storage, handling and disposal procedures (M);☐ All hazardous substances to be clearly labelled (M);☐ Workers provided with the relevant information, training, instructions and supervision (M);☐ Required PPE to be used eg, respirator, gloves etc (M). |
| 1. **Will you be using any toxic or corrosive substances (class 6 or 8) over certain quantities?**
 | ☐ Yes ☐ No | Exposure to high risk hazardous substances resulting in injury, illness or death. | ☐ Storage area secure and not accessible by anyone without permission (M);☐ An adequate ventilation system in place (M);☐ Water available for personal hygiene (M);☐ Location Compliance Certificate required (M);☐ A controlled and/or hazardous atmosphere zone (M);☐ Storage segregation requirements (M);☐ Signage to be clearly displayed in visible locations (M);☐ Certified handlers required (M);☐ The required PPE to be supplied and used, workers to be trained in its use and maintenance (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. **Is there a possibility that chemicals could reach water sources?**
 | ☐ Yes ☐ No | Chemical spill resulting in environmental damage | ☐ Chemicals not to be used in heavy rain/wind conditions (E);☐ Spill kits available in the work place (M);☐ Secondary containment will be used (M);☐ All drains and holes to be covered (M).☐ Local authorities to be contacted in the event of a chemical spill reaching or potentially reaching any water source and **WorkSafe NZ** notified (M). |
| 1. **Will you be using any chemicals in an enclosed or semi enclosed area?**
 | ☐ Yes ☐ No | Fume inhalation resulting in illness or death | ☐ Fumes to be directed to the open air and away from any surrounding areas that may affect anybody in the vicinity (M);☐ An emergency rescue plan in place (M);☐ Schedule frequent breaks so workers can get out of enclosed areas (M):☐ An extraction/ventilation system and/or air supplied breathing apparatus to be used (M);☐ Workers trained and competent in PPE provided including use and maintenance (M). |
| 1. **Will you be using flammable substances?**
 | ☐ Yes ☐ No | Explosion resulting in injury, incident or death | ☐ No naked flames near flammable substances (M);☐ No smoking within 20 metres of flammable liquid (M);☐ Use only approved containers (M);☐ Do not leave containers in direct sunlight (M);☐ Do not store petrol near a flame eg natural gas water heater, heating system (M);☐ Approved storage cabinet required (M);☐ Adequate ventilation or extraction system in place (M);☐ Incompatible hazardous substances will not be stored together (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 require a delivery area?**
 | ☐ Yes ☐ No | Moving vehicles and machinery resulting injury, incident or death | ☐ Access to areas around the delivery to be restricted using barricades, safety mesh or danger tape (M);☐ Safety zone to be set up around delivery area (M);☐ Appropriate warning signage to be put in place (M);☐ A clear area for delivery trucks is to be established(M);☐ All non-essential workers to be isolated (M);☐ Workers to wear hi-visibility clothing when accessing delivery area (M). |
| 1. **Will you be transporting any substances**
 | ☐ Yes ☐ No | Vehicle collision resulting in spill causing injury, illness, incident or death | ☐ Hazardous Substance Location or transit depot required and **Worksafe NZ** notified (M);☐ Appropriate placards displayed on vehicle (M);☐ Vehicle certification (M);☐ Driver to hold Dangerous Goods (D) Endorsement (M);☐ Containers to be tightly secured and closed (M);☐ Hazardous Substance tracking required and recorded (M). |
| 1. **Will you require a storage area**
 | ☐ Yes ☐ No | Hazardous substance spill resulting in injury, incident, illness or death | ☐ Store hazardous substances as per the safety data sheet (M);☐ Secondary containment system required (M);☐ Hazardous substances to be stored in earthquake proof shelving (M);☐ Dangerous goods storage required (M);☐ Incompatible hazardous substances will not be stored together (M);☐ Appropriate warning signage to be put in place (M). |
| 1. **Will you be storing or disposing of hazardous waste?**
 | ☐ Yes ☐ No | Hazardous substance spill resulting in injury, illness, incident or death | ☐ Storage segregation required (M);☐ Signage required at the entrance of site (M);☐ Storage containers to be labelled correctly (M);☐ All hazardous waste to be added to the Hazardous Substances and Waste Register (M);☐ Information, training, instruction and supervision provided to workers carrying out work involving hazardous waste (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 decanting any substances?**
 | ☐ Yes ☐ No | Chemical reaction resulting in injury, illness or death | ☐ Purchase substances in ready to use containers (E); ☐ Work in a well-ventilated area (M);☐ All storage containers to be clearly labelled in English with product name, pictogram and hazard statement consistent with substance classification (M);☐ Do not mix with incompatible substances (M);☐ Worker will be provided and use the appropriate PPE as per the Safety Data Sheet (M); |
|  | ☐ 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:** |
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