**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:** |
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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 in Welding (Published by the Department of Labour)** |
| **Hot Work on Drums and Tanks** |
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**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. **Will there be exposure to airborne substances eg 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 systems are required for the work being carried out (M);  ☐ Non-essential workers must be isolated from work areas (M);  ☐ Regular housekeeping to ensure cleanliness of work areas (M);  ☐ Ensure appropriate warning signage is in place (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). |
| 1. **Will any hazardous substances be used eg hydrofluoric acid?** | ☐ Yes ☐ No | Exposure to airborne substances resulting in injury, illness or death. | ☐ Remove all hazardous substances form 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);  ☐ Ensure appropriate warning signage is in place (M);  ☐ Use the correct PPE as per the SDS when handling or working with hazardous substances (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 works be conducted in a designated and ventilated area?** | ☐ Yes ☐ No | Fumes and lack of oxygen causing ill health, unconsciousness or suffocation resulting in incident, illness or death | ☐ No works in confined spaces (E);  ☐ Non-essential workers kept clear of work area (E);  ☐ Substitute manual hot works with metal arc welding (M);  ☐ Set up work space so hot gases and fumes do not rise in to the face of the worker (M);  ☐ Use ventilation/extraction fan systems (LEV) (M);  ☐ Reduce the current to the minimum possible (M);  ☐ All PPE must be fitted correctly e.g. facial hair will prevent correct seal with face (M). |
| 1. **Are operators adequately trained in the correct use of?** | ☐ Yes ☐ No | Lack of training may lead to personal injury, property damage &/or environmental incident resulting in injury, incident or death | ☐ Not to be used by untrained persons (E);  ☐ 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 sparks cause a fire or explosion?** | ☐ Yes ☐ No | Sparks/debris causing fires or explosion resulting in injury, incident or death | ☐ Appoint a fire watcher to monitor all aspects of the works (M);  ☐ Ensure the work space is clear of combustible material before commencing work and cleared afterwards (M);  ☐ A risk assessment will be conducted before commencing works (M);  ☐ Drum and tanks works will be done following AS 2865 (M);  ☐ Firefighting equipment will be available and workers trained in the correct use of (M);  ☐ Appropriate PPE used eg flame resistant (M). |
| 1. **Is electrical equipment being used?** | ☐ Yes ☐ No | Electrical sparks causing explosion resulting in injury, incident or death | ☐ Do not use electrical equipment when using flammable gas or solvents (E);  ☐ Disconnect electrical equipment immediately after use (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 risk of arc flash?** | ☐ Yes ☐ No | Ultraviolet radiation causing arc flash resulting in skin and eye damage | ☐ Keep all non-essential workers clear of the area (M);  ☐ Use opaque screens (M);  ☐ Ensure there are no reflective surfaces (M);  ☐ Refer to AS/NZS 1338.1:1992 Filters for eye protectors, for appropriate eye protection requirements (M). |
| 1. **Will the work being undertaken involve repetitive lifting, bending, twisting or other types of manual handling?** | ☐ Yes ☐ No | Manual handling causing strains or awkward positions resulting in injury, incident or death | ☐ 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 work task with other workers (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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