**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

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

Manual Handling in Manufacturing Industry - 1991

Approvded Code of Practice for Cranes – 2009

WorkSafe NZ Factsheets – Wood Dust, Forklifts

**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. **Will there be plant, machinery or equipment used?**
 |  ☐ Yes ☐ No | Unsafe machinery and practices can result in incident, injury 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 there be hand, power, or pressure tools used?**
 |  ☐ Yes ☐ No | Unsafe tools and practices can result in incident, injury 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). |

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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 can cause 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 can result in n, 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);☐ 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 can result 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). |

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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 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 materials be lifted by crane/forklift or similar?**
 |  ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting in death or injury | ☐ 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 there be any work of ladders?**
 |  ☐ Yes ☐ No | Fall from heights resulting in death or injury | ☐ 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);  |

**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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