**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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| Approved Code of Practice for The Management of Substances Hazardous to Health in The Place of Work Published July 1997 by the Occupational Safety and Health Service, Department of Labour, |
| Mould – Risks to Health from moulds and other fungi – 2002 Department of Labour |
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**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 you be cleaning mouldy materials or surfaces?**
 | ☐ Yes ☐ No | Inhalation of mould spores resulting in illness, incident or death | ☐ Non-essential workers kept clear of work area (E);☐ Mould identified prior to works and appropriate warning signage is in place (M);☐ Only workers trained and competent will enter and work in mould exposed areas (M);☐ Clean-up of mould exposed areas will be performed whilst area is still wet (M);☐ The correct PPE will be used e.g. respirators/fitted dust, disposable overalls, gloves, and will be fitted correctly e.g. facial hair will prevent correct seal with face (M);☐ Yearly lung function tests will 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); |
| 1. **Do you have appropriate containment and removal procedures in place?**
 | ☐ Yes ☐ No | Mould spore contamination resulting in illness, incident or death | ☐ Work area will be sealed off from other parts of the building i.e. taping up all openings (M);☐ Mould effected materials will be disposed of in sealable plastic bags (M);☐ On completion, all surfaces in sealed area will be thoroughly vacuumed using a HEPA filtered vacuum (M);☐ Decontamination area will be available for removal of protective equipment (M);☐ Washing facilities will be available (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. **Have you established a set down area for mouldy material waste?**
 | ☐ Yes ☐ No | Moving vehicles and exposure to mould spores resulting in injury, illness, incident or death. | ☐ A set down area will be established to contain mouldy material prior to disposal (M);☐ Access to the set down area will be restricted to workers involved in removal using barricades/fencing (M);☐The set down area will be contained to prevent contamination eg lined bins or marked area protected by polythene sheeting (M);☐ A clear area for pick-up trucks will be established (M). |
| 1. **Will you be using hazardous substances eg bleach, cleaning products etc**
 | ☐ Yes ☐ No | Poisoning, chemical burns, dermatitis, eye injuries and respiratory problems (from contact or handling) resulting in injury, illness or death | ☐ Only what we need will be stored in the workplace (M);☐ Emergency response plan in place and emergency equipment available eg fire extinguisher, spill kit (M); ☐ Correct storage, handling and disposal procedures (M);☐ Workers provided with the relevant information, training, instructions and supervision (M);☐ All substances recorded on the Hazardous Substance and Waste Register and Safety Data Sheets (SDS) are readily available (M); ☐ Required PPE will be used eg, respirator, gloves etc (M). |
| 1. **Will there be a risk of falling from height?**
 | ☐ Yes ☐ No | Fall from height resulting in injury, incident or death | ☐ Refer to the ‘Working at Heights’ TA   |
| 1. **Are hand and power tools to be used?**
 | ☐ Yes ☐ No | Unsafe tool and practices resulting in injury, incident or death from incorrect use | ☐ All workers using tools to be competent or supervised by a competent person (M);☐ Tools to be checked in good condition before use, with guards in place and leads tagged (M);☐ Equipment to be serviced regularly (M);☐ Workers to keep clear of any moving parts (M);☐ Appropriate PPE to be used (M);☐ Tools to be used correctly (M). |
| 1. **Will anyone be working at night or in poor lighting?**
 | ☐ Yes ☐ No | Workers exposed to being struck or slips, trips and falls resulting in injury, incident or death | ☐ Artificial lighting to be used where there is insufficient natural light (M)☐ No lone work at night (M);☐ Clear communication procedures in place (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 the work being undertaken involve repetitive lifting, bending, twisting or other types of manual handling?**
 | ☐ Yes ☐ No | Body stressing causing sprains and strains 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); |
| 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 resulting in Noise Induced Hearing Loss (NIHL) | ☐ Noisy plant, machinery and equipment will be substituted for less noisy equipment (M); ☐ Non-essential persons or visitors will be kept clear of plant, machinery and equipment (M); ☐ Hearing protection will be used at all times and noise levels monitored (M);☐ Plant, machinery and equipment set up in enclosed spaces will be avoided (M);☐ Health monitoring (hearing testing) will be in place for 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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