**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 section of 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 (ACOP): Safe use of Isocyanates  |
| AS/NZS 4361.2:2017 Guide to hazardous paint management- Lead paint in residential, public and commercial buildings  |
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**Prior to commencing any work on site please ensure you have read and understood your Safety Procedures section of your HazardCo resources. Ensure that the work site 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. Add any additional controls you may need if the workplace or system of works change.

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 any hazardous substances on site?**
 | ☐ Yes ☐ No | Hazardous substances resulting in injury, illness, incident or death. | ☐ All hazardous substances will be removed from the workplace (E);☐ Hazardous substances will be replaced with non-hazardous substances (E);☐ Hazardous substances will be handled/stored/disposed of as per the Safety Data Sheet (SDS) and Regulations (M);☐ All hazardous substances will be recorded on a register (M);☐ Only trained and/or supervised workers will handle hazardous substances (M);☐ Licensed handlers will be used where required (M);☐ The correct PPE will be used as per the SDS when handling or working with hazardous substances (M);☐ The appropriate warning signage will be in place (M). |
| 1. **Are hand and power tools to be used?**
 | ☐ Yes ☐ No | Unsafe tool and practices resulting in injury, incident or death from incorrect use | ☐ Unsafe tools need to be removed from service (E);☐ All workers using tools to be trained and competent or supervised by a competent person (M);☐ Tools to be checked in good condition with appropriate guards in place before use and documented, (M);☐ RCD’s to be tagged and tested as per NZ Standard (M);☐ Equipment to be serviced regularly (M);☐ Workers to keep clear of any moving parts (M);☐ The appropriate PPE needs to be used by all workers e.g. guards, barriers, hearing/eye protection, footwear etc. (M). |
| 1. **Will you be painting using a spray gun?**
 | ☐ Yes ☐ No | Paint/High pressure injection resulting in injury, incident or death. | ☐ Workers trained and competent in proper usage of spray gun (M):☐ Equipment to be serviced regularly, and checked prior to use (M);☐ An extraction/ventilation system and/or air supplied breathing apparatus to be used in confined areas (M);☐ Correct PPE available and to be used (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 | Noise exposure resulting in injury, illness, incident or death | ☐ 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). |
| 1. **Will there be exposure to airborne substances e.g. dust, fumes, vapours?**
 | ☐ 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). |
| 1. **Will there be any exposure to mould?**
 | ☐ Yes ☐ No | Inhalation of mould spores resulting in illness, incident or death | ☐ Non-essential workers to be kept clear of work area (E);☐ Clearly identify mould prior to works (M);☐ Only workers trained and competent to work in mould exposed areas (M);☐ Clean-up of mouldy areas to be performed whilst area is still wet (M);☐ Disposal of mould affected materials wrapped in plastic (M);☐ Required PPE to be used (M); |
| 1. **Will there be any work at heights?**
 | ☐ 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 equipment to be used (M);☐ Soft landing systems to be used e.g. safety nets, air/bean bags (M);☐ Ladders to be used as a last resort and for short periods only (M). |
| 1. **Will there be any work of ladders?**
 | ☐ Yes ☐ No | Risk of falls from height resulting in injury, incident 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 (E);☐ 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). |
| 1. **Will there be any overhead work?**
 | ☐ Yes ☐ No | Overhead lifting works, work resulting in strains or awkward positions resulting in injury, incident or death | ☐ ☐ Tools and equipment to be secured from falling (E);☐ Suspended loads to be controlled by suitably qualified operators and sufficient machinery (M);☐ Visitors to be kept clear of any overhead work (M);☐ The area under the work area to be isolated from workers (M);☐ Appropriate PPE is to be provided and worn for overhead work e.g. hard hats (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 there be any use of equipment near overhead power lines?**
 | ☐ Yes ☐ No | Uncontrolled electricity contact 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 | Falls/High winds/Falling objects resulting in injury, incident 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 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 will be used as the materials being lifted are too heavy or awkward to lift manually (E);☐ All workers will be trained in correct manual handling techniques (bend knees, keep back straight, lift with your legs & keep load close in front of you) (M);☐ Materials will be stored to reduce manual handling risks e.g. between knee and shoulder height (M);☐ A two-person lift will take place for any large, awkward or heavy objects (M);☐ Work roles will be rotated (M). |
| 1. **Will you be painting in an enclosed or semi enclosed area?**
 | ☐ Yes ☐ No | Paint fumes resulting in injury, illness, incident or death. | ☐ Work is conducted in open space where possible (E);☐ An extraction/ventilation system and/or air supplied breathing apparatus to be used in confined areas (M).☐ Correct PPE Available and to be used (M): |
| 1. **Is there a need to remove existing Lead based paint?**
 | ☐ Yes ☐ No | Inhalation of airborne contaminants causing illness. | ☐ Do not conduct removal works in windy conditions (E);☐ Use a large ground sheet to contain paint debris (M);☐ Debris and contaminated materials placed into sealed polythene bags marked “Lead-base paint debris” before disposing of (M);☐ Check with local council on disposal requirements (M);☐ Use a HEPA filtered vacuum to remove dust (M);☐ Internal surfaces to be wiped with a damp cloth and soapy water after removal (M);☐ Use appropriate PPE eg toxic-dust filter respirator (M).☐ Ensure safe removal practices are followed as per the AS/NZS 4361.2: 2017  |
|  | ☐ Yes ☐ No |  | ☐ ☐ ☐  |
|  | ☐ Yes ☐ No |  | ☐ ☐ ☐  |

A**dditional 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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