**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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| **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,** |
| **Health and Safety at Work (Hazardous Substances) Regulations 2017** |
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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 you be using any hazardous substances on site? e.g. pesticides, vertebrate toxic agents (VTAs), fumigants etc.** | ☐ Yes ☐ No | Poisoning, chemical burns, dermatitis, eye injuries and respiratory problems (from contact or handling) resulting in injury, illness or death | ☐ Only what is needed will be stored/mixed in the workplace (M);  ☐ Emergency response plan will be in place and emergency equipment available eg fire extinguisher with a rating of at least 30B, spill kit (M);  ☐ All substances will be recorded on the Hazardous Substance and Waste Register (M);  ☐ Safety Data Sheets (SDS) will be readily available and workers will be provided with the relevant information, training, instructions and supervision (M);  ☐ Controlled substance licence is required (M);  ☐ Location compliance certificate is required (M);  ☐ Certified handler is required (M);  ☐ Stationary Container Certificate is required (M);  ☐ Tracking of substances is required (M);  ☐ Correct storage, handling and disposal procedures will be in place (M);  ☐ All hazardous substances will be clearly labelled (M);  ☐ Permission from the Department of Conservation(DoC) or the Public Health Unit (PHU) is required (M);  ☐ Pets and children will be keep away (M);  ☐ Required PPE will be used eg, respirator, gloves etc (M). |
| 1. **Will you be using any hazardous substances in an enclosed or semi enclosed area?** | ☐ Yes ☐ No | Fume inhalation resulting in illness or death | ☐ Fumes will be directed to the open air and away from any surrounding areas that may affect anybody in the vicinity (M);  ☐ An emergency rescue plan will be in place (M);  ☐ An extraction/ventilation system and/or air supplied breathing apparatus to be used (M);  ☐ Frequent breaks will be scheduled so workers can get out of enclosed areas (M):  ☐ Workers will be trained and competent in PPE provided including use and maintenance (M). |
| 1. **Is there a possibility that chemicals could reach water sources?** | ☐ Yes ☐ No | Chemical spill resulting in environmental damage | ☐ Chemicals will not to be used in heavy rain/wind conditions (E);  ☐ Spill kits will be available in the workplace (M);  ☐ Secondary containment will be used (M);  ☐ All drains and holes will be covered (M).  ☐ Local authorities will be contacted in the event of a chemical spill reaching or potentially reaching any water source and **WorkSafe NZ** notified (M). |
| 1. **Could you come in contact with pest faecal matter?** | ☐ Yes ☐ No | Poor hygiene practices and exposure to faeces causing disease or infection resulting in illness or death. | ☐ Hands will be washed correctly - warm water and soap (M);  ☐ Waterless alcohol-based hand sanitizer will be used where running water not available (M);  ☐ Worker health monitoring required (M);  ☐ Surfaces will be cleaned at least daily (M);  ☐ Infection plan will be in place (M);  ☐ Appropriate PPE gear will be used (M). |
| 1. **Will you 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 will be setup where there is insufficient natural light(M);  ☐ No lone work at night (M);  ☐ Clear communication procedures will be in place (M). |
| 1. **Will the work being undertaken involve repetitive lifting, bending, twisting or other types of manual handling** | ☐ Yes ☐ No | Sprains or strains 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 will be trained in the 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);  ☐ Two people will be used for lifting for large, awkward or heavy objects (M).  ☐ Workload will be roated with other workers (M). |
| 1. **Will there be a risk of falling from height?** | ☐ Yes ☐ No | Fall from height resulting in injury, incident or death | ☐ Work will be done at ground level (E);  ☐ Appropriate guarded work platform will be provided e.g. scaffold, EWP edge protection or similar (M);  ☐ Fall restraint system will be used (M);  ☐ Ladders will be used as a last resort and for short periods only (M). |
| 1. **Will there be any work of ladders?** | ☐ Yes ☐ No | Fall from heights resulting in injury or death | ☐ Ladders will be used and set up in accordance with the Best Practice Guidelines for Working at Heights in NZ (M);  ☐ 3-step ladder will not be used (M);  ☐ Ladders will only be used for access to the work area or a working platform (M);  ☐ Ladders will be used as a last resort and for short duration only (M);  ☐ Visual inspection will be conducted before each use and regular maintenance checks (M);  ☐ Always stop at the 3rd step from the top of a ladder (M);  ☐ Tools will be carried on a tool belt and don’t over reach (M);  ☐ Suitable barriers will be placed around ladders where necessary e.g. when working in driveways or corridors (M); |
| 1. **Will there be hand, power, or pressure tools used?** | ☐ Yes ☐ No | Unsafe tools and practices resulting in injury, incident or death | ☐ Unsafe tools will be removed from service (E);  ☐ The appropriate PPE will be used by all workers e.g. guards, barriers, hearing/eye protection, respirator, footwear etc. (M);  ☐ Workers will be training and assessed as competent prior to use( M);  ☐ All equipment will be inspected prior to use and documented (M). |
|  | ☐ 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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