**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 - Working at Heights. Published by WorkSafe April 2012

Relevant WorkSafe NZ Factsheets

**Prior to commencing any work on site please ensure you have read and understood your Safety Procedure 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. 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 hand and power tools to be used?** | ☐ Yes ☐ No | Unsafe tools and practices resulting in incident, injury or death | ☐ Unsafe tools need to be removed from service (E);  ☐ Workers require training and assessing as competent prior to use (M);  ☐ All equipment to be inspected prior to use, document (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 there be any work at heights e.g stilts, working platforms, scaffold.** | ☐ 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 system to be used (M);  ☐ Soft landing or fall restraint system to be used e.g. safety nets, air bags (M);  ☐ Ladders to be used as a last resort and for short periods only (M);  ☐ Complete a Working at Heights Task Analysis (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 work from ladders?** | ☐ Yes ☐ No | Fall from heights resulting in incident, injury or death | ☐ Ladders to be used and set up in accordance with the Best Practice Guidelines for Working at Heights in NZ (M);  ☐ 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);  ☐ Conduct a visual inspection before each use and regular maintenance checks (M);  ☐ Always stop at the 3rd step from the top of a 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 driveways or corridors (M); |
| 1. **Will there be a risk of electrical exposure?** | ☐ Yes ☐ No | Coming in contact with live voltage lines resulting in injury, incident or death | ☐ Residual Current Device (RCD’s) to be used (M);  ☐ Consult with electrical specialist to ensure all electrical cabling is isolated prior to commencing work (M).  ☐ RCDs, leads and appliances to be checked daily or tagged and tested (M). |
| 1. **Will any hazardous substances be used e.g glue or plaster?** | ☐ 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);  ☐ Use the correct PPE as per the SDS when handling or working with hazardous substances (M);  ☐ Ensure appropriate warning signage is 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 there be exposure to airborne substances e.g. 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/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);  ☐ Regular housekeeping to ensure cleanliness of work areas (M);  ☐ Ensure appropriate warning signage is in place (M). |
| 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). |
| **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 above 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) | ☐ 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 you require a delivery area?** | ☐ Yes ☐ No | Contact with moving vehicles and machinery resulting in incident, injury or death. | ☐ Access to areas around the delivery area to be restricted using barricades, safety mesh or danger tape (M);  ☐ Safety zone to be set up around delivery area (M);  ☐ Adequate lighting to be provided for work in low light or at night (M);  ☐ Appropriate warning signage to be put in place (M);  ☐ A clear area for delivery trucks is to be established (M); |
|  | ☐ Yes ☐ No |  | ☐  ☐  ☐ |
| **11.** | ☐ 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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| **Completed by:** |  | **Signed:** |  | **Date:** |
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