**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:**

|  |  |  |
| --- | --- | --- |
| **PCBU name:** |  | **Completed by:** |
|  |  |  |
| **Contact number:** |  | **Site address:** |
|  |  |  |
|  |  |  |
|  |  |  |

**Reference documents:** This TA has been written using:

|  |
| --- |
| AS/NZS 3500.2:2015 Plumbing and drainage |
| AS/NZS 3500.3:2015 Stormwater drainage |
| Good Practice Guidelines Excavation Safety |

**Prior to commencing any work on the worksite please ensure you have read and understood your Safety Procedure 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.

|  |  |  |
| --- | --- | --- |
| **Answer the following questions relevant to the task you are about to complete** | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 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 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). |
| 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 effected materials wrapped in plastic (M);☐ Required PPE to be used (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 a risk of fall from height?**
 | ☐ 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 from 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 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 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 work task 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 work be carried out in areas of restricted access or cramped conditions e.g. work in ceilings or under floors?**
 | ☐ Yes ☐ No | Fall from heights, restricted space or oxygen levels resulting in injury, incident of death | ☐ Work is conducted in open space where possible (E);☐ Proper and secure access provided (M);☐ Ensure mains power is switched off or isolated prior to entry (M);☐ Isolate power using Lock Out Tag Out (LOTO) system (M);☐ A trained and competent first aider and equipment will be available on site (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 any hazardous substances be used?**
 | ☐ Yes ☐ No | Exposure to hazardous 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). |
| 1. **Will you be working at night or in poor lighting?**
 | ☐ Yes ☐ No | Workers exposed to being struck or falling into excavation resulting in injury, incident or death | ☐ Artificial lighting in trenches and open excavations will be used where there is insufficient natural light (M);☐ There will be no lone workers working at night (M);☐ Clear communication procedures will be 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 work be carried in trenches or excavations?**

**Refer to Excavations TA if required.** | ☐ Yes ☐ No | Crushing or engulfment resulting in injury, incident or death | ☐ An engineer will conduct an investigation and geotechnical assessment prior to the start of any work (M);☐ Benching/battering of the excavation will be conducted to prevent collapse (M);☐ Shoring will be installed to protect workers from collapse (M);☐ Shields will be used to protect workers from collapse (M);☐ Non-essential persons will be kept clear of the excavation (M);☐ Regular inspections will be conducted by a competent person to assess the stability of the excavation (M);☐ An emergency plan will be prepared and implemented on site during the excavation work (M);☐ A trained and competent first aider and equipment will be available on site (M). |
| 1. **Could you come into contact with unidentified underground services/utilities?**

**Refer to Excavations TA if required.** | ☐ Yes ☐ No | Contact with underground utilities resulting in injury, incident or death | ☐ Service owners will be contacted to identify all services likely to be on site prior to commencing the trenching/excavation (M);☐ Services will be located (using detection equipment if required) and marked out prior to starting work and where necessary isolated at the source (switched off) (M);☐ Service plans will be obtained and available on site (M);☐ Safe mobile plant access to the excavation site will be provided to ensure plant does not damage underground services eg drains, tanks etc (M);☐ Mechanical pilot holes will be dug to expose services (M);☐ Pilot holes will be hand dug until services are uncovered and supported (M);☐ Spotters will be used to spot services in the trench/excavation (M). |
| 1. **Will work involve any hazardous conditions such as contaminated soils (asbestos, chemicals) or hazardous atmospheres (gases, engine fumes)**

**Refer to Asbestos TA if required** | ☐ Yes ☐ No | Hazardous substances exposure resulting in injury, incident or death | ☐ Soil and water testing will be conducted to confirm any contamination of the site (M);☐ The local authority will be contacted to ensure site is not on the Hazardous Activities and Industries List (M);☐ Atmospheres within the excavation will be tested prior to workers occupying the space and treated as a confined space if testing proves positive (M);☐ Forced ventilation and or appropriate PPE will be used (M);  |

**Additional task information**

Add any additional hazards or risks that you identify for this task that are not listed above.

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| PPE required: |  | Signage required: |
|  |  |  |

**Work method statement**

|  |  |
| --- | --- |
| Describe how you plan to carry out the task by listing the step by step process eg 1. Arrive on site, 2. Site assessment, 3. Prepare tools etc. | Done |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |
|  | ☐ |

**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.

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Signature:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed by:** |  | **Signed:** |  | **Date:** |
|  |  |  |  |  |