**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:**

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

**Reference documents:** This TA has been written using the latest NZ Legislation and industry guidelines

|  |
| --- |
| ***Best Practice Guidelines - Working at Heights. Published by WorkSafe April 2012*** |
| ***Best Practice Guidelines – Mobile Elevating Work Platforms. Published by WorkSafe August 2014*** |
| ***Best Practice Guidelines for working on roofs – Published by WorkSafe June 2012*** |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 or 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 and bean bags (M);  ☐ Ladders to be used as a last resort and for short periods only (M). |
| 1. **Will there be any work out of an EWP?** | ☐ Yes ☐ No | EWP tip over / fall from height resulting in injury or death | ☐ Competent/Trained staff only to operate EWP (As per EWP good practice guidelines) (M);  ☐ Daily maintenance checks to be completed and recorded (see EWP prestart checklist) (M);  ☐ Safety observer to be used (M);  ☐ Exclusion zone set up (M). |
| 1. **Will there be any work of scaffolding?** | ☐ Yes ☐ No | Scaffolding collapse/fall from height resulting in injury, incident or death | ☐ Scaffold will be installed by competent person who has the training, (Unit Standards 9184, 13016, or 13053 or equivalent) or the knowledge and experience for the task (M);  ☐ Any scaffolding **5m and over must** be installed by a certified person only and **WorkSafe notified** (M);  ☐ Scaffold will have tag system attached to the entry point and be marked ‘Safe’ (M);  ☐ Scaffold will be erected using a safe method that includes fall protection for the installer (M);  ☐ Use scaffold checklist attached to this document (M). |
| 1. **Will you be using harness and lanyard systems** | ☐ Yes ☐ No | Fall from heights/suspension trauma resulting in death or Injury | ☐ Competent/Trained staff only to use harnesses (As per working at heights best practice guidelines) (M);  ☐ Daily safety checks to be done (see attached checklist) (M);  ☐ Rescue plan 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 any work of ladders?** | ☐ Yes ☐ No | Fall from heights resulting in injury or death | ☐ Ladders will not be used as a working platform, replace with podium ladders or a guarded work platform (E);  ☐ A 3-step ladder will not be used (M);  ☐ We will only use ladders 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);  ☐ Only commercial grade ladders rated to at least 120kg’s that comply with AS/NZS 1892 will be used on site (M);  ☐ A visual inspection will be done before each use and regular maintenance checks (M);  ☐ Ladder Stability Devices (LSD) will be used to prevent slipping or lateral movement (M);  ☐ Straight ladders will be set up correctly eg 4 up 1 out method with 1 metre overlap on a roof edge (M);  ☐ All stabilising stays/locking clips/locking arms will be 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 driveways or corridors (M);  ☐ Do not stand on the top two steps of an A frame ladder (M). |
| 1. **Will materials be lifted by crane/forklift or similar?** | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting in injury, incident or death. | ☐ Competent/trained staff only to operate crane/forklift (M);  ☐ Exclusion zone set up (M);  ☐ Safety observer to be used (M);  ☐ All non-essential workers and visitors kept clear while lifting occurs (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). |
| **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 any work at height encroach within 4 metres of high voltage power lines?** | ☐ Yes ☐ No | Coming in contact with live high voltage lines resulting in injury or death | ☐ Do Not Work Within 4m of power lines (E);  ☐ Permission from local authority will be obtained 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). |
| 1. **Will you require a concrete / material delivery area?** | ☐ Yes ☐ No | Moving vehicles and machinery resulting in injury, incident or death | ☐ Non-essential persons to be kept clear of pumping operation (E);  ☐ Access to areas around the concrete pump, hopper and delivery pipeline to be restricted using barricades, safety mesh or danger tape (M);  ☐ Safety zone to be set up around delivery area and pump hopper (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 and controlled (M);  ☐ Only one delivery truck to approach and discharge into hopper (M). |
| 1. **Will there be plant, machinery or equipment used?** | ☐ Yes ☐ No | Unsafe machinery and practices resulting in injury, incident or death | ☐  ☐  ☐  ☐  ☐ |
| 1. **Could there be with underground utilities in or near your work?** | ☐ 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 work (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). |
| **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 any hazardous substances be used?** | ☐ Yes ☐ No | Exposure to hazardous substances resulting in injury, illness or death | ☐ Remove all hazardous substances from 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);  ☐ Required PPE to be used (M). |
| 1. **Will work be affected by high winds?** | ☐ Yes ☐ No | High winds causing falling objects or fall from height resulting in injury or death. | ☐ Postpone working at heights (E);  ☐ Secure tools, materials and equipment (M);  ☐ Use appropriate fall protection and PPE (M);  ☐ Use the correct PPE gear for the job eg footwear (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 need to be removed from service (E);  ☐ The appropriate PPE needs to be used by all workers e.g. guards, barriers, hearing/eye protection, footwear etc. (M);  ☐ Workers require training and assessing as competent prior to use(M);  ☐ All equipment to be inspected prior to use and document (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 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). |
| **Answer the following questions relevant to the task you are about to complete** | | **Hazard/risk identified** | **Specify the risk controls you will use** |
|  | ☐ Yes ☐ No |  | ☐  ☐  ☐  ☐  ☐ |
|  | ☐ 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.

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| 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. unload truck, 3. build scaffold 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:** |
|  |  |  |  |  |