**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

|  |
| --- |
| Safe Work with Precast Concrete – Good Practice Guidelines  |
|  |
|  |
|  |

**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 power tools be used?**
 | ☐ Yes ☐ No | Hazards including impalement, penetration, impact, crush, laceration and vibration causing injury, incident or death | ☐ Only trained, competent and inducted workers to be undertaking tasks (M)☐ All equipment is maintained and regularly checked and used as per SOP or manufacturer's instructions (M)☐ All electrical equipment has current test/tag as per AS/NZS3012 and is checked before use daily (M)☐ Appropriate PPE will be used when handling power tools including Gloves, Goggles, Hearing Protection, Hard Hats etc (M)☐Where vibration risks are present these will be monitored and workloads will be shared with regular breaks (M) |
| 1. **Will there be hazardous substances being used?**
 | ☐ Yes ☐ No | Exposure to hazardous substances resulting in injury, illness or death. | ☐ Hazardous Substances register will be available and accessible on-site (M)☐ SDS will be available and accessible on-site (M)☐ Workers with relevant training will complete tasks involving hazardous substances (M)☐ PPE will be worn by all workers that are undertaking work involving hazardous substances (M) |
| 1. **Will there be exposure to airborne substances e.g. silica dust (concrete, bricks, rocks, stone, sand, and clay), wood dust or fumes?**
 | ☐ Yes ☐ No | Exposure to airborne substances resulting in injury, illness or death. | ☐ Dust masks or breathing apparatus will be provided to workers (M)☐ Health monitoring (lung function testing) will be in place for workers (M)☐ Frequent watering, oiling or chemical spraying of haul roads and working areas will be conducted (M) |
| 1. **Will work 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 to lift awkward or heavy loads(E)☐ All workers require training in correct manual handling techniques (bend knees, keep the 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 & shoulder height (M)☐ Ensure a two person lift for large, awkward or heavy objects (M) |
| 1. **Will there be work carried out with wet cement?**
 | ☐ Yes ☐ No | Exposure to additives in wet cement resulting in injury (skin irritation, infection) | ☐ Wear appropriate protective clothing and equipment to protect from skin coming into contact with wet cement ie: gloves, goggles, footwear (M)☐ If direct contact with concrete occurs, remove PPE immediately and wash skin with PH-neutral soap & water (M)☐ Concrete SDS are available and readily accessible on-site (M) |
| 1. **Will there be lifting or transportation of precast concrete panels?**
 | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting in injury, incident or death | ☐ The equipment is maintained, operated within the limits it is designed to lift (M)☐ Exclusion zones will be established (M)☐ Equipment will only be operated if it has a current certificate of inspection by a recognised inspection body. (M)☐ The crane will be set up on firm, stable ground (M)☐ The path of the load will be carefully planned and supervised by a competent person with sufficient clearance between other plant and structures (M)☐ Material will be properly secured and the load rigged correctly. (M) |
| 1. **Will work be affected by high wind?**
 | ☐ Yes ☐ No | High winds causing falling objects or fall from height 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)☐ Have knowledge of the wind forecast (M) |
| 1. **Will you be using outriggers?**
 | ☐ Yes ☐ No | Tip overs due to ground condition or incorrect set up resulting in injury, incident or death | ☐ Outriggers will be set up by trained and competent worker and as per the manufacturer's instructions (M)☐ Adequate packing available for the outrigging stabilising pads and clear of soft ground or other obstacles (M)☐ Outriggers will be set up 1m back from the zone of influence (M)☐ Outriggers will be fully extended, lowered and locked into position before boom is erected (M)☐ Boom folded in the travel position before raising the outriggers when making any positioning adjustments (M)☐ Access to areas around the outriggers will be restricted using a safety exclusion zone and signage (M) |
| 1. **Will precast concrete panels be stored?**
 | ☐ Yes ☐ No | Precast concrete elements falling or collapsing causing injury, incident or death. | ☐ Precast concrete elements are stored correctly (M)☐ Will be stored in racking system that is compliant with the following Standards* NZS 3101
* NZS3404
* AS/NZS 1170 (M)

☐ Precast concrete panels will be stored on firm ground and at ground level (M)☐ Wind zones will be taken into account and monitored (M)☐ Follow manufacturer’s instructions regarding specific racking systems (M)☐ Barriers and signage will be set up to create an exclusion zone around storage area (M) |
| 1. **Has the lift load been calculated correctly?**
 | ☐ Yes ☐ No | Equipment collapse caused by incorrect set up resulting in injury, incident or death | ☐ Follow manufacturer’s instructions included in the rating sheet and operating procedures provided with the crane (M)☐ Set up crane on stable, firm and suitable ground and is set up level(M)☐ Calculate and use sufficient counterweights(M)☐ Do not overload the rigging components(M) |
| 1. **Will a delivery area or traffic management plan be required?**
 | ☐ Yes ☐ No | Moving plant, machinery, and equipment resulting in injury, incident, death | ☐ A site traffic management plan is in place, including exclusion zones for delivery areas and safe site access (M)☐ Site access will be secured with signage and gates will remain closed unless load is in process of delivery (M)☐ Spotters will be used whilst delivery is in progress (M)☐ Only trained and competent workers will be involved in the delivery process (M) |
| 1. **Could there be overhead or underground utilities?**
 | ☐ Yes ☐ No | Coming in contact with live high voltage lines 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)☐ Service plans will be obtained and available on site (M)☐ Mechanical pilot holes will be dug to expose services (M)☐ Pilot holes will be hand dug until services are uncovered and supported (M)☐ Spotter to be used when moving vehicles/machinery on site (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);☐ All equipment to have a mobile earth attached when being used within 4m (M) ☐Service owners will be contacted to identify all services likely to be on site prior to commencing work (M) |
| 1. **Will there be any work at height undertaken?**
 | ☐ Yes ☐ No | Fall from heights resulting in injury, incident 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) |
|  |  |  | ☐☐☐☐ |

**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:** |
|  |  |  |  |  |