**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

|  |
| --- |
| **A guide to designing, installing and maintaining safe electrical and gas installations and distribution systems –** published **June 2014 3rd Edition** by Energy Safety with the Ministry of Economic Development |
| **Electrical Standard AS/NZS 3000:2007** |
| **Electrical Standard AS/NZS 3760:2010** |
| **WorkSafe NZ Electrical Safety on Small Construction Sites** |

**All works must be carried out by a licensed electrician.**

**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 you be conducting maintenance, upgrades, repairs to an existing power source or installing, relocating, altering or reconnecting a power source?** | ☐ Yes ☐ No | Untrained person conducting works, unauthorised person switching power back on, failure to use lock out tag out system causing electric shock resulting in injury, incident or death. | ☐ Fuses to be removed where possible (E);  ☐ Equipment to be disconnected from power source prior to work (E);  ☐ Isolate power by using Lock Out Tag Out system (LOTO) (M); |
| 1. **Are there exposed (hanging) or damaged electrical cables, or could you come in contact with live electrical cables whilst undertaking the work?** | ☐ Yes ☐ No | Unfinished electrical work causing electric shock or fire resulting in injury, incident or death. | ☐ Use the prove, test, prove method (M);  ☐ Use an electrical proximity meter (M);  ☐ Locate and mark all cables (M);  ☐ Only competent workers to work in area (M). |
| 1. **Will your equipment be used in damp situations?** | ☐ Yes ☐ No | Equipment exposed to weather conditions causing electric shock from wet or damaged equipment resulting in injury, incident or death. | ☐ To be used in accordance with section 6 of AS/NZS 3000:2007 |
| 1. **Will you be conducting work on a domestic premise or in a public area?** | ☐ Yes ☐ No | Unauthorised entry resulting in injury, incident or death. | ☐ Get permission from the local authority (M);  ☐ Work area to be barricaded/fenced and monitored (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 falling from height?** | ☐ Yes ☐ No | Fall from height 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 system to be used (M);  ☐ Ladders to be used as a last resort and for short periods only (M). |
| 1. **Will there be any work of ladders?** | ☐ Yes ☐ No | Fall from height resulting in injury, incident 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. **Are any electrical appliances, leads or power tools to be used?** | ☐ Yes ☐ No | Faulty equipment causing power surge, fire or electric shock resulting in injury, incident or death | ☐ RCDs to be tested and used in accordance with AS/NZS Standard (M);  ☐ All equipment to be inspected before use with guards in place as per manufacturer's instructions (M);  ☐ Faulty equipment to be removed from use and out of service tags put in place until sent for repairs/maintenance (M);  ☐ Equipment to be serviced regularly (M);  ☐ All workers using tools to be competent or supervised by a competent person (M);  ☐ Workers to keep clear of any moving parts (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 |  | ☐  ☐  ☐  ☐  ☐ |
|  | ☐ 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 e.g. 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:** |
|  |  |  |  |  |