**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:**

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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

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| ***Health and Safety at Work (General Risk and Workplace Management) Regulations 2016***  ***Good Practice Guidelines (GPG) Scaffolding in New Zealand – 2016***  ***Best Practice Guidelines (BPG) - Working at Heights – 2012***  ***Approved Code of Practices (ACOP) for Cranes – 2009*** |

**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.

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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. **Is any part of the scaffolding being erected 5m or more above the ground?** | ☐ Yes ☐ No | Scaffold collapse/ fall from height resulting injury, incident or death | ☐ Scaffold will be installed by person holding a certificate of competence (COC) (M);  ☐ **WorkSafe notified** (M);  ☐ COC will be relevant to the scaffold type being erected, dismantled (M);  ☐ Scaffold with have tag system attached to the entry point and be marked ‘Safe’ by person with COC (M);  ☐ Scaffold will be erected using a safe method that includes fall protection for the installer (M); |
| 1. **Is the scaffolding being erected under 5m?** | ☐ Yes ☐ No | Scaffold collapse/ fall from height resulting 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);  ☐ Scaffold with have tag system attached to the entry point and be marked ‘Safe’ (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 have training in correct manual handling techniques (bend knees, keep back straight, lift with your legs and keep load close in front of you) (M);  ☐ Materials will be stored correctly to reduce manual handling risks eg between knee and shoulder height (M);  ☐ A two-person lift will be used for large, awkward or heavy objects (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 affected by high winds** | ☐ Yes ☐ No | High winds causing falling objects or fall from height c resulting injury, incident or death | ☐ Working at heights will be postponed in high winds (E);  ☐ Tools, materials and equipment will be secured form falling (M);  ☐ The appropriate fall protection and PPE will be used (M); |
| 1. **Will materials be lifted by crane/forklift or similar?** | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting injury, incident or death | ☐ Only competent/trained staff will operate crane/forklift (M);  ☐Crane/forklift to be operated as per ACOP and manufacture instructions (M);  ☐ Lift plan to be used for crane use (M);  ☐ Exclusion zone will be set up (M);  ☐ Safety observer will be used (M);  ☐ All non-essential workers and visitors will be kept clear while lifting occurs (M). |
| 1. **Will scaffold be installed /dismantled using harness and lanyard systems** | ☐ Yes ☐ No | Fall from heights / suspension trauma resulting in injury or death | ☐ Competent/trained staff only will use harnesses as per BPG (M);  ☐ Suitable anchor point will be used, will have the minimum ultimate strength of 15kN (1500kg) (M);  ☐ Daily safety checks will be done using a harness checklist (M);  ☐ High Risk Response Plan will be in place (M); |
| 1. **Will any work at height encroach within 4 metres of high voltage power lines?** | ☐ Yes ☐ No |  | ☐ We will not work within 4m of power lines (E);  ☐ Permission from local authority will be obtained before commencing work (M);  ☐ Power will be isolated at the source by a qualified electrician (M);  ☐ Safe approach distance will be marked using visual identification eg tiger tails (M);  ☐ A spotter will be used when moving vehicles/machinery on site (M);  ☐ All equipment will have a mobile earth attached when being used within 4m (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 ladders be used to access work platforms?** | ☐ Yes ☐ No | Fall from heights resulting in death or Injury | ☐ 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); |
| 1. **Will scaffold be regularly checked?** | ☐ Yes ☐ No | Scaffold collapse/ fall from height resulting injury, incident or death | ☐ Inspections will be carried out by a suitably qualified person and documented (M);  ☐ Pre-start check will be carried out before scaffold is first used for the day (M);  ☐ Certified scaffolder or competent person will conduct regular (weekly) scaffold checks using a checklist and mark on the tag system (M);  ☐ Certified scaffolder or competent person will conduct a scaffold checks after any storm or event that could adversely affect the safety of the scaffold(M);  ☐ If scaffold is not compliant a ‘Unsafe’ Tag will be displayed (M); |

**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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| **Name:** |  | **Signature:** |
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| **Completed by:** |  | **Signed:** |  | **Date:** |
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