**General information:**

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| **Business 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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| [Government Alert Level 2 information](https://covid19.govt.nz/alert-system/alert-level-2) |
| [WorkSafe](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/) |
| [CHASNZ](https://www.chasnz.org/covid19) |
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Use this Task Analysis (TA) to assess the health and safety risks and then choose controls (eliminate or minimise) to manage them. This TA can also be used as our COVID-19 safety plan.

**Before starting any work on site, ensure you have read and understood your safety plan and the work site is set up as per the requirements in this Task Analysis.** Contact HazardCo on 0800 555 339 if you need help identifying hazards or implementing controls.

**Hazard ID and risk management**

The following questions are task-specific. They will help identify if a particular hazard or risk is likely in regard to COVID-19 Level 2 protocols.

If you answer yes to any of these questions, you must eliminate (E) the risk, where possible. If you can’t eliminate it, you must minimise (M) it with multiple controls. The risk controls below are based on regulations, industry expectations and good practice guidelines (referenced on the front of this TA). They are listed from most effective to least effective. Remember to monitor the effectiveness of your controls through on-going Site Reviews.

**General hygiene**

Before entering your work site/area, thoroughly wash and dry your hands with soap and paper towels, or use sanitiser for 20 seconds. Do not touch your face. Sneeze or cough into your elbow or tissue. Dispose of tissues in a rubbish container.

**Physical distancing**

Keep a 1m distance from other people when in a controlled environment i.e at work, where hand washing/sanitising, health screening, and contact tracing can be carried out.

Keep a 2m distance from other people when in an uncontrolled environment i.e general public, where hand washing/sanitising, health screening, and contact tracing cannot be carried out.

**Emergency management - probable or confirmed COVID-19 case**

If you suspect someone at work is showing signs of COVID-19 isolate them from others and contact Healthline. Inform the Site Manager and carry out any advice given to them from health officials.

Contact tracing information will help identify those who have had close contact with the infected person 24 hours before they showed symptoms. The Site Manager will contact all workers and contractors who may have been exposed. Those people may be required to stay at home and self-isolate until the case and contacts are confirmed by the MoH.

Thoroughly clean the work area where the infected person and close contacts worked or visited. Use adequate PPE while cleaning.

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| **Answer the following questions** | | **Hazard/risk identified** | **Specify the risk controls you will use** |
| 1. Has the safety plan been, developed, updated and communicated to all parties involved (workers, contractors, clients)? | ☐ Yes  ☐ No  ☐ N/A | Lack of understanding of procedures and protocols resulting in exposure to, or spread of the Covid-19 virus | ☐ Ensure an up-to-date safety plan (including alert level 2 guidelines) is in place and communicated to all workers prior to start of work (M)  ☐ Ensure emergency management plan is in place and workers are aware of how to action when required (M)  ☐ Ensure all contractors’ COVID-19 safety plans have been reviewed (M)  ☐ Ensure inductions and sign-in/out are completed by workers and visitors when entering or exiting the site. This includes health screening and contact tracing questions (M)  ☐ Ensure a hazard register is in place and kept current throughout the project (M)  ☐ If work was not resumed in Alert Level 3, complete a detailed site review to identify and control hazards which may have changed since lockdown began (M)  ☐ Only approved contractors or personnel to have access to the site during Level 2 (M)  ☐ Regular site reviews carried out to ensure effectiveness of safety plan and that all workers and contractors are following guidelines (M)  ☐ Communicate site review findings during toolbox meetings with workers and contractors (M) |
| 1. Will induction records or sign-in registers be kept? | ☐ Yes  ☐ No  ☐ N/A | No record of workers on-site or where a worker has been, resulting in lack of information needed for tracking if the spread of COVID-19 occurs | ☐ Have and use a register of workers and visitors on site, including name, contact details, company, date and time (in and out), health screening, and previous and next location etc. (M)  ☐ Use contactless induction when entering/leaving the site (M)  ☐ Santise all electronic sign in/out machines after each use (M)  ☐ Follow physical distancing guidelines where in-person inductions are required (M)  ☐ Display signage reminding workers of physical distancing and hygiene. Display at site entrance and in common areas, as appropriate (M)  ☐ Limit visitors or delivery workers to one person at a time, where possible. Ensure physical distancing guidelines are followed at all times (M) |
| 1. Will any workers be working alone? | ☐ Yes  ☐ No  ☐ N/A | Lone worker injured, resulting in illness, injury or death | ☐ Ensure lone worker is trained and competent in tasks they are performing (M)  ☐ Ensure emergency plan is in place and worker understands it (M)  ☐ Ensure worker is trained in first aid (M)  ☐ Ensure workers have a means of open communication. i.e telecommunication (M)  ☐ Ensure worker understands the actions required in an emergency (M) |
| 1. Will any tasks involve two or more workers (including contractors)? | ☐ Yes  ☐ No  ☐ N/A | Physical distancing not adhered to, causing exposure to, or spread of, the COVID-19 virus | ☐ Maintain a physical distance of 1m when travelling, working, moving around site, breaks, meetings as per Alert Level 2 guidelines (M)  ☐ Ensure workers use their own tools, where possible. If sharing tools or equipment, ensure they are cleaned thoroughly with appropriate disinfectant before and after use (M)  ☐ Carry out a risk assessment prior to starting work, when workers will work within the 1m zone. Ensure details are recorded including contact tracing information(M) |
| 1. Will there be facilities or products for appropriate cleaning, hand washing and drying and sanitising? | ☐ Yes  ☐ No  ☐ N/A | Unable to follow hygiene protocol resulting in exposure to, or spread of, the COVID-19 virus | ☐ Have cleaning guidelines in place and managed correctly for site including facilities, equipment, PPE and vehicles (M)  ☐ Provide appropriate number of hand washing/santising stations for the number of people in the work site  ☐ Provide appropriate number of toilet facilities with appropriate cleaning schedules  ☐ Remind workers to wash hands on entry and exit to the site, before/after sharing tools and equipment, before and after breaks and using the facilities (M)  ☐ Smoke only in designated areas or off site. Smokers must dispose of butts responsibly. Hands must be washed before and after smoking (M).  ☐ Once work is complete, workers to leave site at an acceptable hygiene level, including wiping down any surfaces with disinfectant (M) |
| 1. Will you need to obtain supplies/materials to undertake this work? | ☐ Yes  ☐ No  ☐ N/A | Contamination whilst obtaining supplies/material resulting in exposure to, or spread of, the COVID-19 virus | ☐ Maintain physical distancing at all times using the 1m guidelines for controlled environments and 2m for uncontrolled environments (M)  ☐ Limit physical interaction: eg use online payment and ordering, contactless delivery, drive-through collection (M)  ☐ Follow basic hygiene levels including: thorough hand washing and drying with soap and paper towels or sanitiser, not touching your face, sneezing or coughing into your elbow or tissue (M)  ☐ Have disinfectant and cleaning aids available to clean tools, equipment and surfaces (M)  ☐ Ensure protective gloves are worn to protect workers from contaminated surfaces (M)  ☐ Ensure all people accessing the site sign in and out, including any deliveries. Induction should also record on entry and exit contact tracing information (M)  ☐ Have a designated place for contactless delivery drop-off (M)  ☐ Do not accept paperwork from delivery person. Use photographs or email instead (M)  ☐ Deliveries that require a two person lift to be carried out by people in the same team i.e two workers or two delivery people (M) |
| 1. Is the appropriate PPE provided to carry out this work? | ☐ Yes  ☐ No  ☐ N/A | Unable to follow hygiene protocol resulting in exposure to, or spread of, the COVID-19 virus | ☐ Ensure workers wear appropriate disposable PPE for the task and situation. Ensure it is correctly worn, removed and disposed of (M)  ☐ Show workers how to correctly put on, fit, remove and dispose of PPE (M)  ☐ Use reusable PPE (manual handling gloves, ear muffs respirators with replaceable filters or powered air-purifying respirators). Clean appropriately. Do not share (M)  ☐ Keep individual PPE separate from others. Clean and maintain appropriately (M)  ☐ Use coveralls. Ensure they are laundered or decontaminated (M) |
| 1. *Add other hazards specific to the task being carried out* | ☐ Yes  ☐ No  ☐ N/A |  | ☐  ☐  ☐  ☐  ☐ |
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| 1. *Add other hazards specific to the task being carried out* | ☐ Yes  ☐ No  ☐ N/A |  | ☐  ☐  ☐  ☐  ☐ |

**Additional task information**

Add any additional hazards or risks that you identify for this task

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| PPE required: |  | Signage required: |
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**Work method statement (EXAMPLE)**

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| Describe how you plan to carry out the task by listing the step by step process | Done |
| 1. Complete induction remotely with team - share this TA/safety plan and discuss site specifics | ☐ |
| 1. Sign into site on arrival and provide required details. Complete hand washing and hygiene protocol | ☐ |
| 1. Perform tasks specific to works required - maintain physical distancing, and cleaning and hygiene protocols throughout working day | ☐ |
| 1. Clean work areas and tools using disinfectant and dry with disposable paper towel. Dispose of all waste materials in appropriate bins and remove from site | ☐ |
| 1. Complete hand washing and hygiene protocols when leaving site, sign out, provide required contact tracing details | ☐ |
| 1. Return home and clean/launder all clothing and shower/wash appropriately | ☐ |
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|  | ☐ |
|  | ☐ |
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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 to be used, and the proposed work method.

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