**Use a Task Analysis (TA) to assess the risks to health and safety for a specific task. Identify hazards and risks and then choose controls (eliminate or minimise) to manage them.**

**General information:**

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| **PCBU name:** |  | **Completed by:** |
|  |  |  |
| **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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| [Alert Level 3 information](https://covid19.govt.nz/alert-system/alert-level-3/) |
| [Novel coronavirus (COVID-19)](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/) |
| [COVID-19 – Standard for New Zealand Construction Operations - CHASNZ](https://uploads-ssl.webflow.com/5b140388d0d5fed5b7f20f13/5e97eac2831768be421c0973_New_Zealand_COVID-19_Construction_Protocols.pdf) |
| [New Zealand COVID-19 Construction Protocols](https://uploads-ssl.webflow.com/5b140388d0d5fed5b7f20f13/5e97eac2831768be421c0973_New_Zealand_COVID-19_Construction_Protocols.pdf) |

**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 identified in this Task Analysis.** Contact HazardCo on 0800 555 339 if you require any assistance to identify hazards or implement the required controls.

**If you answer YES to any of the following three questions, this work should not proceed Y N**

1. Is there anyone who has been or is unwell with flu-like symptoms in the building, residence or site you are entering? ⃞ ⃞
2. Do you feel unwell and have flu-like symptoms, or been in contact with someone who has been unwell? ⃞ ⃞
3. Have you travelled overseas within the last 14 days or have been in contact with someone else who has? ⃞ ⃞

**Hazard ID and risk management**

The following questions are task-specific. They will help identify if a particular hazard or risk is likely to be present during the task in regard to COVID-19 Level 3 protocols for construction work. Ensure this plan is communicated (by the person in control of the workplace) to workers and stakeholders before they enter and start work .

If you answer yes to any of the questions below, you must where possible eliminate (E) the risk. If you cannot do so, you must put in place multiple controls to minimise (M) the risk. The list below of risk controls is based on regulations, industry expectations and good practice guidelines (referenced on the front of this TA). The controls are listed from most effective to least effective. Remember to monitor the effectiveness of your controls through on-going Site Reviews.

**General Hygiene:**   
Before you enter your work site/area, **ensure** you have thoroughly washed and dried your hands with soap and paper towels or used sanitiser for 20 seconds. Do not touch your face. Ensure you sneeze or cough into your elbow or tissue which is disposed of in a rubbish container.

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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. Has the site plan been updated, developed and communicated to all parties involved? | ☐ Yes  ☐ No  ☐ N/A | Lack of understanding for procedures and protocols resulting in exposure to, or spread of, the Covid-19 virus | ☐ An emergency Covid-19 response plan is in place (M)  ☐ A risk register is in place and will be kept current throughout the project (M)  ☐ A detailed site review process has been completed aimed at identifying and controlling hazards which may have changed since the Level 4 lockdown began (M)  ☐ An up to date site plan is in place and communicated to all contractors/workers prior to start of work (M)  ☐ All contractors’ plans have been reviewed (M)  ☐ Inductions and sign-in must be completed by workers everyday. This includes confirming workers are healthy and not feeling unwell (M)  ☐ Only approved contractors or personnel will access the site (M)  ☐ High-risk (over 70 or auto-immune) workers and visitors will not enter the site (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 induction records or log of work 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 | ☐ A daily register of workers entering and leaving the site, including name, contact details, company, date and time (in and out), previous and next location etc. (M)  ☐ Use contactless induction onto the site (M)  ☐ Electronic sign in/out machines cleaned and sanitised after each use (M)  ☐ Where in-person inductions are required, have physical distancing and hygiene protocols in place (M)  ☐ Display signage reminding workers of physical distancing and hygiene at site entrance and in common areas, as appropriate (M)  ☐ Limit visitors or delivery workers to one person where possible, ensure physical distancing followed at all times (M)  ☐  ☐ |
| 1. Will you be working alone? | ☐ Yes  ☐ No  ☐ N/A | Lone worker injured, resulting in illness, injury or death | ☐ Lone worker is trained and competent in tasks they are performing (M)  ☐ Lone worker has an emergency plan in place and understands it (M)  ☐ Lone worker is trained in first aid (M)  ☐ Lone worker has a means of open communication. Ie. Telecommunication (M)  ☐ Lone worker understands the actions required in an emergency (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 you have to undertake tasks that will 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 | ☐ Physical distancing maintained at all times using the 2m guidelines (traveling, working, breaks, meetings) (M)  ☐ Workers use their own tools. If tool or equipment is shared, clean thoroughly with appropriate disinfectant (M)  ☐ Toolbox talks held with physical distancing in place (M)  ☐ Protective masks worn and disposed of correctly to protect workers and prevent contamination of surfaces (M)  ☐ Protective gloves worn and disposed of correctly to protect workers from contaminated surfaces (M)  ☐  ☐ |
| 1. Will any workers be required to work closer than 2m from each other? | ☐ Yes  ☐ No  ☐ N/A | Physical distancing not adhered to, causing exposure to, or spread of, the COVID-19 virus | ☐ Where 2m physical distancing is not possible workers will work up to 1m apart from each other to carry out the work task safely (M)  ☐ Work bubbles will be set up for workers working between 1-2m from each other and will be maintained (M)  ☐  ☐ |
| 1. Will there be facilities or products available for appropriate cleaning, hand washing and drying or sanitising? | ☐ Yes  ☐ No  ☐ N/A | Unable to follow hygiene protocol resulting in exposure to, or spread of, the COVID-19 virus | ☐ 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, contractors to leave site clean and wiped down, to an acceptable hygiene level (M)  ☐ Daily cleaning of all high touch areas (eg door handles, scaffold handrails, sign-in station, rest-room facilities) (M)  ☐ Wash hands before and after using the facilities (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 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 | ☐ Physical distancing maintained at all times using the 2m guidelines (M)  ☐ Limit physical interaction: eg 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)  ☐ Disinfectant and cleaning aids available to clean tools, equipment and surfaces. (M)  ☐ Protective gloves worn to protect workers from contaminated surfaces (M)  ☐ All people accessing the site must sign in and out including any deliveries. Induction should also record on entry where the person has come from and when leaving what their next destination is (M)  ☐ Designated place for contactless delivery drop off will be put in place (M)  ☐ Paperwork will not be accepted from delivery person, photographs or email will be used instead (M)  ☐ Deliveries that require 2 person lift will be carried out by the same bubble i.e 2 workers or 2 delivery people (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. Do you have the appropriate PPE 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)  ☐ Use reusable PPE (respirators with replaceable filters or powered air-purifying respirators). Clean appropriately. Do not share PPE (M)  ☐ Use coveralls. Ensure they are laundered or decontaminated (M)  <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid-19/managing-supply-issues-for-ppe/> |
| 1. *Add other hazards specific to the task being carried out* | ☐ Yes  ☐ No  ☐ N/A |  | ☐  ☐  ☐  ☐  ☐ |
| 1. *Add other hazards specific to the task being carried out* | ☐ Yes  ☐ No  ☐ N/A |  | ☐  ☐  ☐  ☐  ☐ |
| 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 - sharing this safety plan and discussing site specifics | ☐ |
| 1. Sign into site upon arrival, complete hand washing and hygiene protocol, provide required details | ☐ |
| 1. Perform tasks specific to works required - maintain physical distancing and hygiene protocols | ☐ |
| 1. Clean down work areas and tools using disinfectant and dry with disposable paper towel. Dispose of all waste materials in appropriate bins and remove from site | ☐ |
| 5. Complete hand washing and hygiene protocols, sign out of site, provide required details and update principals/site managers | ☐ |
| 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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