**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:** |
|  |  |  |
| **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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**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** |
|  | ☐ Yes ☐ No |  | ☐  ☐  ☐  ☐ |
|  | ☐ Yes ☐ No |  | ☐  ☐  ☐  ☐ |
|  | ☐ Yes ☐ No |  | ☐  ☐  ☐  ☐ |
| **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 |  | ☐  ☐  ☐ |
| **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 |  | ☐  ☐  ☐  ☐ |

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