**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

|  |
| --- |
| ***Best Practice Guidelines - Working at Heights. Published by WorkSafe April 2012*** |
| ***Best Practice Guidelines – Mobile Elevating Work Platforms. Published by WorkSafe August 2014*** |
| ***Best Practice Guidelines for working on roofs – Published by WorkSafe June 2012******Good Practice Guidelines – Scaffolding in New Zealand – Published November 2016*** |
|  |

**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 there be a risk of fall from height?**
 | ☐ Yes ☐ No | Fall from heights resulting in death or Injury | ☐ 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 equipment to be used (M);☐ Soft landing systems to be used e.g. safety nets, air and bean bags (M);☐ Ladders to be used as a last resort and for short periods only (M). |
| 1. **Will there be any work of scaffolding?**
 | ☐ Yes ☐ No | Scaffold collapse/ fall from height resulting in death or injury | ☐ Scaffolding to be set up by trained and competent persons (as per SARNZ best practice guideline) (M);☐ Any scaffolding **5m and over must** be installed by a certified person and **WorkSafe notified** (M);☐ Use scaffold checklist attached to this document (M). |
| 1. **Will there be any work out of an EWP?**
 | ☐ Yes ☐ No | EWP tip over / fall from height resulting in death or injury | ☐ Competent/Trained staff only to operate EWP (As per EWP good practice guidelines) (M);☐ Daily maintenance checks to be done (see attached checklist) (M);☐ Safety observer to be used (M);☐ Exclusion zone set up (M);☐ Use the EWP checklist attached to this document (M). |
| 1. **Will you be using harness and lanyard systems**
 | ☐ Yes ☐ No | Fall from heights / suspension trauma resulting in death or Injury | ☐ Competent/Trained staff only to use harnesses (As per working at heights best practice guidelines) (M);☐ Daily safety checks to be done (see attached checklist) (M);☐ Rescue plan in place (M); |
| 1. **Will work be affected by high winds?**
 | ☐ Yes ☐ No | High winds causing falling objects or fall from height resulting in death or injury | ☐ Postpone working at heights (E);☐ Secure tools, materials and equipment (M);☐ Use appropriate fall protection and PPE (M);☐ Use the correct footwear for the job (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 materials be lifted by crane/forklift or similar?**
 | ☐ Yes ☐ No | Insecure overhead loads causing falling objects resulting in death or injury | ☐ Competent/trained staff only to operate crane/forklift (M);☐ Exclusion zone set up (M);☐ Safety observer to be used (M);☐ All non-essential workers and visitors kept clear while lifting occurs (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 is required as the materials being lifted are too heavy or awkward to lift manually (E);☐ All workers require training in correct manual handling techniques (bend knees, keep the back straight, lift with your legs & keep load close in front of you) (M);☐ Store materials to reduce manual handling risks e.g. between knee & shoulder height (M);☐ Ensure a two person lift for large, awkward or heavy objects (M). |
| 1. **Will there be any work of ladders?**
 | ☐ Yes ☐ No | Fall from heights resulting in death or Injury | ☐ Don’t use ladders as a working platform replace with podium ladders or a guarded work platform (E);☐ Do not use a 3-step ladder (E);☐ 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);☐ Use only commercial grade ladders rated to at least 120kg’s that comply with AS/NZS 1892 (M);☐ Conduct a visual inspection before each use and regular maintenance checks (M);☐ Use Ladder Stability Devices (LSD) to prevent slipping or lateral movement (M);☐ Set up straight ladders correctly e.g. 4up 1 out method with 1 metre overlap on a roof edge (M);☐ Ensure all stabilising stays/locking clips/locking arms are engaged securely (M);☐ Maintain 3 points of contact at all times (M);☐ Always stop at the 3rd step from the top of a straight ladder (M);☐ Carry tools on a tool belt and don’t overreach (M);☐ Place suitable barriers around ladder where necessary e.g. when working in driveways or corridors (M);☐ Do not stand on the top two steps of an A frame ladder (M). |
| 1. **Will any work at height encroach within 4 metres of high voltage power lines?**
 | ☐ Yes ☐ No | Coming in contact with live high voltage lines resulting in death or injury | ☐ Do Not Work Within 4m of power lines (E);☐ Obtain permission from local authority before commencing work (M);☐ Power to be isolated at the source by a qualified electrician (M);☐ Safe approach distance to be marked using visual identification e.g. tiger tails (M);☐ Spotter to be used when moving vehicles/machinery on site (M);☐ All equipment to have a mobile earth attached when being used within 4m (M). |

**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 eg 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:** |
|  |  |  |  |  |