

SSSP Form 10

Task Analysis (TA) Tick one – is a translator required? **Tick one** – is an Emergency Response Plan attached? Yes No Yes No **PCBU2** Company Name **PCBU2 Site Contact Information** Site name **Task Analysis sign-on** All workers involved in the task must sign this register to show that they have been consulted in the processes and will work to the requirements of this TA. **Worker signature Worker signature Worker Name Worker Name Works Supervisor Name Works Supervisor signature Work method statement** Describe the activity and how it will be carried out. Where possible, identify the individuals who will be carrying out the task/s and their roles in it.



Task Analysis (TA)

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.	Describe the key hazards and risks for each step – there will normally be more than one per step.	What would the risk level be without controls? <i>Refer to the risk assessment matrix</i>	Describe the method/s that will be used to control the risk (refer to the hierarchy of controls for guidance)		What is the risk level after controls are in place? Refer to the risk assessment matrix.
Step 1	1a				
	1b				
	1c				
	1d				
					_

Identify PPE to be used

NOTE: PPE may be used in conjunction with other methods of control but must never be the only method of control. Place a tick next to each item to be used as part of the control process.

















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Step 2					
	2b				
	2c				
	2d				

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Step 3	3a				
	3b				
	3c				
	3d				

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		risk assessment matrix		assessment matrix.
Step 4	4a			
	4b			
	4c			
	4d			

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Step 5	5a				

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5b

5c

5d















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Step 6	6a				
	6b				-
	6c				-
	6d				

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Step 7	7a				
	7b				
	7c				
	7d				

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Step 8	8a				
	8b				
	8c				
	8d				

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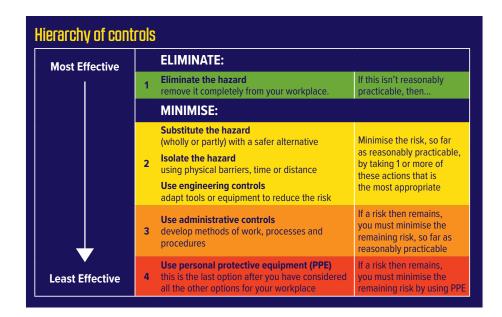


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Risk Assessment Matrix and Hierarchy of controls

Risk Assessment Matrix		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING					
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen	
INJURY/ILLNESS	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical	
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical	
SEVERITY OF	Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High	
CONSIDER THE SEV	Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate	
	Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate	

- 1. Determine risk by identifying the potential harm (horizontal rows).
- Then choose the most realistic likelihood (vertical columns)
- 3. Where the two converge is the "Risk Level" for that situation.
- 4. Use the Control Hierarchy to guide the selection of control methods that will be applied
- 5. The risk level after controls MUST be significantly lower than the risk level without controls.
- 6. If the controls do not provide an acceptable level of risk reduction, the risk process must be repeated until the level is safe.
- If the hazard itself cannot be completely removed (Elimination) then the focus must be on reducing severity or decreasing likelihood (or both) so as to reduce the risk level from what it originally was.
- 8. If the risk level cannot be sufficiently reduced, the entire activity must be reviewed and replanned until a safer alternative methodology is devised.



- Applying the control hierarchy is the required method to provide an effective control to a hazard or high risk situation.
- 2. The most effective solutions are in sections 1 & 2 of the list. The reason they are effective is because they deal directly with the problem.
- 3. The least effective (sections 3 & 4) are weaker solutions because they rely heavily on people remembering to do something.
- 4. Neither section 3 or 4 should be used in isolation. On their own, neither of these have any effect on the actual problem.
- Ultimately the solution should be a combination of sections 1 & 2 with assistance from sections 3 & 4
- 6. Note that elimination does not necessarily mean eliminate the entire hazard, although that would be preferable. Elimination of parts of the problem may still significantly reduce the overall risk level. Consider the severity of injury/illness

Date / / / / / / / / / / / / / / / / / / /	Company			()
Task Analysis (TA) and Emergency Rescue / Response Plan	Emergency Rescue	/ Response Plan	SSSP Form 10	SITESAFE Te Kaltlakl o Haumaru
You need to have a response plan to deal with any Please complete an Emergency Rescue/Respon Rescue/Response Plans put in place by the Main Complete the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main Complete States are supported by the Main Complete States and the Main Complete States are supported by the Main	nse Plan for each identified activity. The s	ubcontractor (PCBU 2) completes the plan, whi	ich does not replace any overar	ching Emergency
Describe type of emergency e.g. Fall from height	while wearing a harness	Location		
		Main Contractor/Principal	Company	
Describe work activity e.g. Working from MEWP and	d fall off			
		Supervisor	Date	
Describe the receip method C.C.L			/ /	
Describe the rescue method e.g. Safety watcher colorers the unit to the ground	on the ground releases the bleed valve, and	<u>List</u> any equipment required e.g. MEWP, ch	nerry picker, scissor lift, ladder, brea	athing apparatus etc.
Name each person involved in the response	Their role or responsibility in the		Provide co	ontact details

e.g. release the bleed valve	Phone number