Task Analysis (TA) and Emergency Rescue / Response Plan

SSSP Form 10

SITESAFE
Te Kaitiaki o Haumaru

Task Analysis (TA)

Tick one – is a translator required?

◯ Yes ◯ No

Tick one – is an Emergency Response Plan attached?

◯ Yes ◯ No

Site name	PCBU2 Company Name	PCBU2 Site Contact Information

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 Name	Worker signature	Worker Name	Worker signature
		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.

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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? *Refer to the risk assessment matrix*	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.

Other

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Step 2	2a					
	2b					
	2c					
	2d					

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Step 3	3a					
	3b					
	3c					
	3d					

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Step 4	4a					
	4b					
	4c					
	4d					

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Step 5	5a					
	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					

Identify PPE to be used

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Risk Assessment Matrix and Hierarchy of controls

Risk Assessment Matrix

CONSIDER THE SEVERITY OF INJURY/ILLNESS	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
Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
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).
2. 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.
7. 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.

Hierarchy of controls

Most Effective ↓ Least Effective

	ELIMINATE:	
1	**Eliminate the hazard** remove it completely from your workplace.	If this isn’t reasonably practicable, then...
	MINIMISE:	
2	**Substitute the hazard** (wholly or partly) with a safer alternative **Isolate the hazard** using physical barriers, time or distance **Use engineering controls** adapt tools or equipment to reduce the risk	Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate
3	**Use administrative controls** develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable
4	**Use personal protective equipment (PPE)** this is the last option after you have considered all the other options for your workplace	If a risk then remains, you must minimise the remaining risk by using PPE

1. 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.
5. 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

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Emergency Rescue / Response Plan

You need to have a response plan to deal with any incidents that may require a rescue or containment or other emergency response as identified in the Site-Specific Safety Plan Agreement. **Please complete an Emergency Rescue / Response Plan for each identified activity.** The subcontractor (PCBU 2) completes the plan, which does not replace any overarching Emergency Rescue / Response Plans put in place by the Main Contractor (PCBU 1). Consider the roles and responsibilities for yourself, trained specialists, equipment operators, and emergency services.

Describe type of emergency e.g. Fall from height while wearing a harness

Describe work activity e.g. Working from MEWP and fall off

Describe the rescue method e.g. Safety watcher on the ground releases the bleed valve, and lowers the unit to the ground

Location

Main Contractor / Principal

Company

Supervisor

Date

/ /

List any equipment required e.g. MEWP, cherry picker, scissor lift, ladder, breathing apparatus etc.

Name each person involved in the response First name and last name	**Their role or responsibility in the response is to** e.g. release the bleed valve	**List the training required** e.g. competence using MEWP	**Provide contact details** Phone number