


## TASK ANALYSIS

TASK DETAILS														
Task Description	General Labouring						Fletcher Living Division	Canterbury				Site / Stage		
Contracting Supervisor Responsible on Site							Date Prepared					Task Analysis No.		
MINIMUM SUPPORTING REQUIREMENTS														
Personal Protective Equipment Required (Note: Consider PPE required to prevent injury when worker might be exposed to sharp edges/ objects flying objects, chemicals, etc.)  ✓ Which Apply												Are Safety Data Sheets Held On-site for <b>ALL</b> Hazardous Substances Used in the Task?	NA Yes/No/NA	
	✓	✓	✓	✓	✓			✓					Other	Have emergency procedures for this task been developed, communicated and retained on-site?
Plant Required	Tools and Equipment													
Signage Required														
LIST THE 4-8 STEPS IN THE TASK (Follow in sequence)		LIST THE CURRENT HAZARDS AND RISK (focus on what can cause harm and go wrong) and include current risk score				LIST THE ADDITIONAL METHODS TO ELIMINATE OR MINIMISE (EM) THE RISK and include a residual risk score					RESPONSIBLE TO APPLY CONTROLS			
Steps in Task	Hazard	Risk	E/M	Control Method	Risk	Name or Position								
1. Site Set Up	1.1 Site hazards and other trades	M	M	-Adhere to Site traffic management plan. All staff to get inducted and sign in. Wear PPE (Hardhat, hi – vis and steel cap shoes). Familiarise yourself with the hazard board. Report any issues to the site supervisor. - Plan laydown areas for material if on the roadside mark using road cones. -Confirm with the Site Manager that your location of work and what you are doing is safe to do so.	L									
	1.2 Manual Handling	M	M	-Practice good lifting techniques and apply 2 persons to the task.	L									
	1.3 Tools and Equipment	H	M	-Ensure all tools and equipment are tested and tagged, only persons competent in the use of the tool is to use it. -There must be no loose items or clothing near the tool when in use. -All guards must be in place.	L									
	1.4 Slips and trips	M	E	-Walk the designated route before carrying any material. Ensure area is clear before unloading.	L									
2. General Site Clean-up	2.1 Manual Handling	M	M	-Practice good lifting techniques and apply 2 persons to the task. - Work gloves must be worn which are suitable for the material being handled.	L									

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General Site Clean-up cont....	2.2 Other contractors	H	E	-Communicate with other contractors in the vicinity where you will be working and agree that it is safe to do so. Ensure equipment is stored away from designated walkways access and egress points and is visible.	L	
	2.3 Cuts and abrasions	M	M	Work gloves must be worn which are suitable for the material being handled. -If nails are exposed bend backwards using a hammer.	L	
	2.4 Noise	H	E	-Wear appropriate hearing protection for the vacuum being used and any other tools that maybe in the vicinity (earplugs or earmuffs).	L	
	2.5 Wood and other Dusts	H	E	-You <b>must not</b> work in the vicinity of other workers cutting or sanding if they do not have appropriate controls in place. -Ensure the environment is well ventilated. -You must wear a P2 dust mask. Vacuum any dust using a <b>H-Class system (Pictorial below)</b>  - If required to sweep firstly apply a film of water using a sprayer. -If dust levels are visibly high i.e easily seen in the air. Remove yourself from the environment and allow it to settle before trying to clean up. Notify the Site Manager and attempt to clean using an alternative method. -Wash hands and remove dust covered clothing before eating, drinking, or smoking.	L	
	2.6 Slips and trips	M	E	-If carrying materials walk the designated route first and check for any hazards and remove or highlight if required. Ensure all areas are free from materials/ rubbish.  - Don't carry objects that could impede your line of site.	L	

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	2.7 Vacuum equipment	H	M	<ul style="list-style-type: none"> <li>- All tools and equipment to be tested and tagged.</li> <li>- Use correct tool for the job.</li> <li>- There must be no loose items or clothing near the tool when in use.</li> <li>- Ensure the filter cleaning system is activated.</li> <li>- When emptying or cleaning the vacuum system you must wear a P2 dust mask, dampen the material to be disposed if possible and ensure there are no workers in your vicinity. Empty so that the dust is below waist height to minimise exposure if cleaning filter components follow the manufactures specifications.</li> <li>- Wash exposed skin and remove dust covered clothing before eating, drinking, or smoking.</li> <li>- Do not vacuum combustible materials such as magnesium or aluminium. Materials that are hotter than 60C such as cigarettes and hot ash should not be vacuumed.</li> </ul>	L	
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**TASK ANALYSIS INDUCTION LIST**

List names of all Employees and Sub-Contracting PCBU employees to be engaged in this task. All persons involved in tasks must have received instruction, have read, and understood the relevant Task Analysis and be competent to complete the task they are assigned. Each person engaged in the task is to print their name and sign that they have received instruction and understood all the requirements of this Task Analysis. When this task analysis is used in pre-start briefings, workers must be given opportunity to ask questions and make suggestions to improve controls. Brief in small teams to encourage workers to speak up. Handwrite any changes.

<i>Name (printed)</i>	<i>Signed</i>	<i>Date</i>		<i>Name (printed)</i>	<i>Signed</i>	<i>Date</i>