

2. TASK ANALYSIS/SAFE WORK METHOD STATEMENT

Company Name: Sample Brick and Blocklayers Ltd.

Site Reference: Example Street.

What is the chance of it happening?

		Very unlikely to happen	Unlikely to happen	Could possibly happen	Likely to happen	Very likely to happen
Severity of injury	Catastrophic (Fatal)	Moderate	Moderate	High	Critical	Critical
	Major (Permanent disability)	Low	Moderate	Moderate	High	Critical
	Moderate (Hospital/Short or long term disability)	Low	Moderate	Moderate	Moderate	High
	Minor (First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (No treatment)	Very Low	Very Low	Low	Low	Moderate

Hierarchy of Control

1	Eliminate	Remove the hazard completely
If this is not reasonably practicable then:		
2	Substitute	Either wholly or partially with safer alternative
	Isolate	Using physical barriers, time or distance
	Engineer	Adapt tools or equipment to reduce the risk
If the risk remains then:		
3	Administrative	Develop methods of work, processes and procedures
If the risk still remains then as a last resort:		
4	Personal Protection	Use appropriate PPE gear

TASK	POTENTIAL HAZARD/ RISK	INITIAL RISK ASSESSMENT	LEVEL OF CONTROL	CONTROL	POST RISK ASSESSMENT	COMMENT	REVIEW
Planning by Principle Contractor or Subcontractor	Poor access to work areas resulting in manual handling errors, trips and sprains. Inadequate facilities resulting in poor hand-washing and general hygiene. Other trades working on site without knowledge resulting in unknown risks from their work. Transmission of Covid-19.	High	3	Phone and discuss needs with Contractor(s), check if other trades will be working on site. Discuss how physical distancing will occur.	Moderate	Ensure a copy of this Task Analysis is provided to Contractors along with other parts of the SSSP agreed upon.	
General Planning	Task specific injuries due to poor training, lack of consultation, planning and improvisation. Transmission of Covid-19.	High	3	Review/Carry out Site Specific Task analysis. Phone and discuss with contractor any concerns/needs. Carry out pre-job toolbox talk with Workers about the Site and Works. Confirm Worker competency/training is up to date.	Moderate	Ensure the Task analysis/Safe Work statement when complete is discussed with Workers for added input.	
Unloading gear from truck/trailer	Lifting, uneven surfaces, falling objects. Transmission of Covid-19	High	2 and 4	Check that the general site tidiness is free from obstacles and trip hazards. Plan where objects will be placed and ensure that the route is clear. Assign task to one person. Where items require 2 person lifts and 1m physical distancing is not possible, ensure disposable gloves and P2 respirators/masks are worn. REMIND WORKERS TO WASH HANDS AFTER UNLOADING.	Moderate	Ensure Workers are regularly and adequately cleaning their respirators.	

TASK	POTENTIAL HAZARD/ RISK	INITIAL RISK ASSESSMENT	LEVEL OF CONTROL	CONTROL	POST RISK ASSESSMENT	COMMENT	REVIEW
Setting up Profiles	Lifting, overreaching, uneven surfaces, Transmission of Covid-19	High	2 and 3	Check that the general site tidiness is free from obstacles and trip hazards. Plan where objects will be placed and ensure that the route is clear. REMIND WORKERS TO WASH HANDS.	Moderate		
Loading out materials	Lifting, uneven surfaces, falling objects, Transmission of Covid-19	High	2 and 4	Check that the general site tidiness is free from obstacles and trip hazards and ensure route is clear. Brick and Blocklayers will set up their own masonry units. PPE gear in the form of gloves will be used when handling masonry units. REMIND WORKERS TO WASH HANDS.	Moderate		
Working at height	Falls from >1m	High	3	Have competent worker erect scaffold/working platforms. REMIND WORKERS TO WASH HANDS.	Moderate	>5m requires worker to have certificate of competence.	
Setting up scaffolding	Uneven surface, falling from heights, falling objects. Transmission of Covid-19	High	2,3 and 4	Confirm whether scaffold is notifiable and confirm competency of worker erecting. Check that the general site tidiness is free from obstacles and trip hazard, ensure that the route is clear. Clean down all surfaces. Workers must wear PPE (gloves/P2) REMIND WORKERS TO WASH HANDS.	Moderate	Ensure that if masonry units are stacked on scaffold that appropriate guards are in place and that Workers are not working underneath. Ensure scaffold is regularly cleaned during use.	
Using electric machinery/tools	Electric shock, burns or electrocution, cuts, fingers and parts caught in moving machinery. Transmission of Covid -19	High	2 and 4	Test equipment prior to use. Check for damaged parts. Ensure all safety guards are installed correctly. Ensure equipment is not placed near water. Ensure Workers are properly trained and are wearing appropriate PPE. REMIND WORKERS TO WASH HANDS	Moderate	Keep first aid kit handy. Confirm that nearest medical Centre/AED machine has been identified.	
Cutting masonry units	Noise, dust, cuts, Transmission of Covid-19	High	2,3 and 4	Identify area on site for cutting to occur that is away from general work. Ensure all workers are aware of where this area is. Cut when Workers are not around (i.e. during breaks). Dust suppression equipment. PPE Gear (Masks, safety glasses, hearing protection and gloves) REMIND WORKERS TO WASH HANDS	Moderate		

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Mixing Mortar	Dust when cement is added to mortar, mortar splashes in the eye(s), contact with substances classified as hazardous. Covid 19 Transmission.	High	2 and 4	Identify an appropriate area on site for mortar mixing to occur that is away from general work.All workers using mixer must be appropriately trained and wear PPE (gloves, P2, earmuffs, safety glasses, overalls). egularly cleaned REMIND WORKERS TO WASH HANDS	Moderate		
Laying Masonry Units	Strains, sprains, overreaching, uneven surfaces, falling objects, Covid-19 transmission.	High	2,3 and 4	Check that the general site tidiness is free from obstacles and trip hazards. Stack to ensure that movement when laying is not restricted. Proper lifting techniques to be used and appropriate platforms are available. Where possible, Workers will be assigned to different areas.	Moderate	Supervisor may need to ensure that they regularly down tools and check on other walls being laid if not visible while working.	
Jointing/tooling/ raking mortar.	Strains, sprains, overreaching, uneven surfaces, Covid-19 transmission	High	2 and 4	Check that the general site tidiness is free from obstacles and trip hazards. Proper bending and reaching techniques and appropriate platforms are to be used. Ensure that tools are not shared and regularly cleaned. Ensure gloves are worn. REMIND WORKERS TO WASH HANDS.	Moderate		
Packing up tools and equipment	Lifting, uneven surfaces, falling objects. Transmission of Covid-19	High	2 and 4	Check that the general site tidiness is free from obstacles and trip hazards. Plan where objects will be placed and ensure that the route is clear. Assign task to one person.Where items require 2 person lifts , ensure disposable gloves and P2 are worn. REMIND WORKERS TO WASH HANDS.	Moderate		
Cleaning of the work and site	Exposure to hazardous chemicals, strains, sprains, reaching up, uneven surfaces, Covid-19 transmission.	High	2 and 4	Use non-DG cleaners where possible. Check that the general site tidiness is free from obstacles and trip hazards. Proper bending and reaching techniques and appropriate platforms are to be used. . REMIND WORKERS TO WASH HANDS.	Moderate		
Receiving delivery of additional materials	Vehicle access accidents, lack of site control, Covid-19 transmission.	High	3 and 4	Ensure site signage shows where delivery vehicle access point is. Assign a single worker to manage deliveries. Ensure delivery person completes sign-in register. REMIND WORKERS AND VISITORS TO WASH HANDS.	Moderate	Issue a reminder to workers about Contact Tracing.	

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Confirmation of Worker Competency – All workers carrying out tasks identified in this analysis must sign to confirm that they have received training and will work to the requirements of this TA/SWMS.

	WORKERS SIGNATURE		WORKERS SIGNATURE

