

# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

**Tick one** – is a translator required?

Yes     No

**Tick one** – is an Emergency Rescue/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.









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 1	1a				
	1b				
	1c				
	1d				

# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 2	2a				
	2b				
	2c				
	2d				









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 3	3a				
	3b				
	3c				
	3d				









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 4	4a				
	4b				
	4c				
	4d				









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk	
Step 5	5a					
	5b					
	5c					
	5d					









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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 6	6a						
	6a						
	6b						
	6c						
	6d						









# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 7	7a				
	7b				
	7c				
	7d				











# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

## Task Analysis [TA]

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

### 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*

Sequence of basic steps	Potential hazards and risks	Initial risk	Control methods and level of control	Hierarchy of Control Level	Residual risk
Step 8	8a				
	8b				
	8c				
	8d				

# Task Analysis [TA] + Emergency Rescue / Response Plan

SSSP Form 10

Using the 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
CONSIDER THE SEVERITY OF INJURY/ILLNESS	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	<b>Eliminate the hazard</b> remove it completely from your workplace.	If this isn't reasonably practicable, then...
	MINIMISE:		
	2	<b>Substitute the hazard</b> (wholly or partly) with a safer alternative  <b>Isolate the hazard</b> using physical barriers, time or distance  <b>Use engineering controls</b> 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	<b>Use administrative controls</b> develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable	
4	<b>Use personal protective equipment (PPE)</b> 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

