
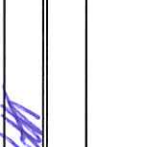


Seventh-day Adventist Church (South Queensland Conference) Limited

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Department: Compliance	Description: Form
Document Name: Task Safety Analysis	Issue Date: 10 April 2012
Document ID: SQC022.003.ADM	Review Date: 10 April 2015

Task Safety Analysis

CREATED BY: Tadeja Bakaj	
REVISED BY: Tadeja Bakaj	
AUTHORISED BY: David Rodgers	Sign 
APPROVED BY: ADCOM / CEO	Sign 
SECTION	
Whole Document Title Form	<p>CHANGES IN THIS VERSION</p> <p>Updated whole document to version 3</p> <p>Removed "Church"</p> <p>Replaced "Land" with "National Parks"</p> <p>Replaced "Water" with "Marine"</p> <p>Removed "TSA No."</p> <p>Replaced "Activity (List the steps required to perform the activity)" with "Hazard (Something with the potential to cause harm e.g. use of ladder. Tick the hazard that applies to your activity)"</p> <p>Replaced "Hazards (Against each step list the hazards that could cause injury)" with "RISK (The harm that could be caused by the hazard e.g. falling from a ladder.)"</p> <p>Replaced "Risk control measures (List the control measures required to eliminate or minimise risk)" with "Control Measures (Actions or processes designed to reduce risk.)"</p> <p>Added column "Evaluation/Comments"</p>

TASK SAFETY ANALYSIS

This form is to be completed by the Team Leader for a high or extreme risk task such as working from a ladder, using a chainsaw, cutting down a tree or any other risky activity.

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 19 Eagle Terrace
 Brisbane Qld 4000
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 Facsimile (07) 3236 1305



Church	Location of event (address)																																																				
Worker's Role and Name (Minister, Elder, Contractor, Volunteer, Pathfinder Leader)	Task (Nature or type)																																																				
Start & Finish Dates																																																					
Permit requirement	<input type="checkbox"/> National Parks <input type="checkbox"/> Marine	Approved by (e.g. Childsafe Coordinator) Name Signature																																																			
Ask yourself the following questions when using the risk matrix (located on the right)	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Likelihood</th> </tr> <tr> <th colspan="2"></th> <th>Rare (RA) Could only occur in exceptional circumstances.</th> <th>Unlikely (UNL) Small chance of occurring at some time.</th> <th>Possible (POS) Might occur at some time.</th> <th>Likely (LIK) Will probably occur.</th> <th>Almost Certain (AC) Expected to occur in most circumstances or occurs regularly.</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1. What could happen as a result of a person coming into contact with this hazard? – Choose the matching consequence from the left hand side of the table.</td> <td>Consequences</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Catastrophic (CAT) Loss of life, permanent disability or injury or multiple serious injuries. 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- Each Task Safety Analysis must be site specific.
- Include all workers in the development of this Task Safety Analysis

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Acknowledgement of Compliance with Controlled Document Procedure

Name of Department / Facility Compliance

Document Controller Tadeja Bakaj

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I have replaced all printed copies of previous versions and destroyed them.

Church _____

Full Name _____

Date _____ Signature _____

Please return this completed form within one week of receipt to the person who issued this document (The Document Controller).

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