Task Analysis Worksheet



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| **JOB DESCRIPTION** | **PROJECT/SITE** | **EMPLOYER**  | **DATE** |
| PPE REQUIRED |  | T/A COMPLETED BYDATE |
| PLANT REQUIRED |  |
| SIGNAGE REQUIRED |  |
| **SEQUENCE OF BASIC STEPS**  | **POTENTIAL SIGNIFICANT HAZARDS** | **HAZARD CONTROL METHOD** |
| **List the four-eight steps required to complete the job. (Follow the flow of the Product or the Process.)** | **List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis as a guide.** | **List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.** |
| **STEP****NO** |  | **STEP****NO** |  | **E/I/M** |  |
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**Seven Point Analysis
To help identify hazards, for each step ask – Can I?**

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| * Strain or sprain my back or other muscle
* Be caught in, on or between anything
* Slip, trip or fall from height, on the same or lower level
* Be injured by poor plant/job design
 | * Be struck by or against anything
* Come in contact with a hazardous substance
* Come in contact with an energy source
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| **STEP****NO** |  | **STEP****NO** |  | **E/I/M** |  |
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