Task Analysis Worksheet



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| **JOB DESCRIPTION** | | | **PROJECT/SITE** | | | **EMPLOYER** | | | **DATE** |
| PPE REQUIRED | |  | | | | | T/A COMPLETED BY  DATE | | |
| 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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