TASK ANALYSIS WORKSHEET

JOB DESCRIPTION	LOCATION/SITE	OPERATORS	DATE

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.		List the control methods required to ELIMINATE, ISOLATE or MINIMISE each SIGNIFICANT hazard.		Person responsible to implement control(s):
STEP NO		**STEP NO**		**E/I/M**		

Seven Point Analysis

- Strain or sprain my back or other muscle
- Be caught in anything
- Slip, trip or fall on the same or different level
- Cause a fire, property damage or pollution
- Be struck by or against anything
- Come in contact with a hazardous substance
- Come in contact with an energy source

PPE REQUIRED		**T/A COMPLETED BY**
PLANT REQUIRED		
SIGNAGE REQUIRED		**DATE**