**Sample Task Analysis Worksheet**

|  |  |
| --- | --- |
| Task to be Analyzed: | Date: |
| Location / Site: | Completed by: |

|  |  |  |
| --- | --- | --- |
| **Basic Task Steps** | **Potential Significant Hazards** | **Hazard Control Methods** |
| List the five to ten steps required to complete the task. Make sure you identify the steps in the sequence they are performed. | List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what could go wrong. | List the control methods required to eliminate, isolate or minimize the risk of injury arising from the identified hazard. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| *To help identify hazards for each step, ask:* | | |
| * *can any body part get caught in or between objects?* * *can I be struck by or against anything?* * *can I slip, trip or fall?* * *can I strain or sprain a muscle from lifting/pulling/pushing?* | * *is there possible exposure to extreme heat or cold?* * *is excessive noise or vibration a problem?* * *is there a danger from falling objects?* * *is lighting a problem?* | * *can weather conditions affect safety?* * *can I come in contact with an energy source?* * *can I come in contact with a hazardous substance?* * *are there dusts, fumes or vapours in the air?* |