**Sample Task Analysis Worksheet**

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

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| **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. |
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| *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?*
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