2. Task Analysis Worksheet

JOB DESCRIPTION		LOCATION/SITE			DATE
SEQUENCE OF BASIC STEPS		**POTENTIAL SIGNIFICANT HAZARDS**		**HAZARD CONTROL METHOD**	
List the four-eight steps required to complete the job. Follow the Product or the Process. **STEP NO**		**List the potential SIGNIFICANT hazards beside each task. Focus on what can cause harm and what can go wrong. Use Seven Point Analysis.** **STEP NO**		**List the control methods required to ELIMINATE, ISOLATE or MINIMISE any risk arising from each SIGNIFICANT hazard.** **E/I/M**	**Person responsible to implement control(s).**

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