

## TASK ANALYSIS FORM

JOB DESCRIPTION SEQUENCE OF BASIC STEPS		LOCATION/SITE POTENTIAL SIGNIFICANT HAZARDS		HAZARD CONTROL METHOD		DATE RESPONSIBILITY
List the tasks required to perform the activity in the sequence they are to be carried out.		List the potential <b>significant</b> hazards beside each task.		List the control methods required to: Eliminate, Isolate or Minimise		Person/Supervisor responsible to implement control measures identified.
STEP NO.		STEP NO.		E/I/M		
PPE REQUIRED						T/A COMPLETED BY: DATE:
PLANT REQUIRED						
SIGNAGE REQUIRED						