

Sample Job / Task Analysis Worksheet

Job / Task to be Analyzed:

Date:

Location / Site:

Completed by:

Basic Job Steps	Potential Significant Hazards	Hazard Control Methods
List the five to ten steps required to complete the job. 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?