

TASK ANALYSIS

TASK DETAILS					
Task Description		Fletcher Living Division		Site / Stage	
Contracting Supervisor Responsible on Site		Date Prepared		Task Analysis No.	

MINIMUM SUPPORTING REQUIREMENTS																	
Personal Protective Equipment Required (Note: Consider PPE required to prevent injury when worker might be exposed to sharp edges/ objects flying objects, chemicals, etc.) ✓ Which Apply																Are Safety Data Sheets Held On-site for ALL Hazardous Substances Used in the Task?	Yes/No
	✓	✓	✓													Other	
Plant Required															Have emergency procedures for this task been developed, communicated and retained on-site?	Yes/No	
Signage Required																	

LIST THE 4-8 STEPS IN THE TASK (Follow in sequence)	LIST THE CURRENT HAZARDS AND RISK (focus on what can cause harm and go wrong) and include current risk score			LIST THE ADDITIONAL METHODS TO ELIMINATE OR MINIMISE (EM) THE RISK and include a residual risk score			RESPONSIBLE TO APPLY CONTROLS
Steps in Task	Hazard	Risk	E/M	Control Method	Risk	Name or Position	
1.	1.1						
	1.2						
	1.3						
	1.4						
2.	2.1						
	2.2						
	2.3						
	2.4						
3.	3.1						
	3.2						
	3.3						
	3.4						
4.	4.1						
	4.2						

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	Steps in Task	Hazard	Risk	E/M	Control Method	Risk	Name or Position
	4.3						
	4.4						
5.	5.1						
	5.2						
	5.3						
	5.4						
6.	6.1						
	6.2						
	6.3						
	6.4						
7.	7.1						
	7.2						
	7.3						
	7.4						
8.	8.1						
	8.2						
	8.3						
	8.4						

TASK ANALYSIS INDUCTION LIST

List names of all Employees and Sub-Contracting PCBU employees to be engaged in this task. All persons involved in tasks must have received instruction, have read and understood the relevant Task Analysis and be competent to complete the task they are assigned. Each person engaged in the task is to print their name and sign that they have received instruction and understood all the requirements of this Task Analysis. When this task analysis is used in pre-start briefings, workers must be given opportunity to ask questions and make suggestions to improve controls. Brief in small teams to encourage workers to speak up. Handwrite any changes.

<i>Name (printed)</i>	<i>Signed</i>	<i>Date</i>	<i>Name (printed)</i>	<i>Signed</i>	<i>Date</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____