**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. |
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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?