**TASK SAFETY ANALYSIS**

|  |  |
| --- | --- |
| **Task Title:** |  |
| **Department:** |  |

**A. Task Assessment and Hazard Prevention** *(see directions on next page)*

|  |  |  |
| --- | --- | --- |
| **Task Steps** | **Hazard Description** | **Preventive Measures** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**B. Safety Requirements**

|  |  |
| --- | --- |
| **Required Training** | **Required Safety Equipment** |
|  |  |

|  |  |
| --- | --- |
| **Analysis performed by:** |  |
| **Title:** |  |
| **Job location (facility, work area):** |  |

**Purpose**

The task safety analysis is designed to help supervisors assess and address health and safety hazards that have the potential to cause injury or illness (e.g. tool use, manual handling, loading dock work). Supervisors can use this analysis document to train staff on safe work procedures.

**Scope of use**

Supervisors should use this form for tasks that have the potential to cause injuries/illness. Priority should be given to tasks with high injury/illness incident rates, new tasks, complex tasks (i.e. those that require written instructions), tasks that have undergone changes, and non-routine tasks. Supervisors are encouraged to seek input from their staff on potential safety hazards and safeguards.

**Using this document**

The completed task safety analysis can be used as a training tool, an aid for incident investigations, and for process improvement. Contact EH&S – Occupational Safety and Health Program for assistance (723-0448).

**Directions**

Please see the instructions provided in the example analysis below.



|  |  |
| --- | --- |
| **Task Title:** | **Stocking Storage Room** |
| **Department:** | ***Department X*** |





|  |  |  |
| --- | --- | --- |
| **General Task Steps** | **Hazard Description** | **Preventive Measures** |
| 1. Turn on lights and move containers into storage room | A. Slip/trip/fall – items/contents may be on floor, potentially causing a slip or trip injury.B. Heavy lifting/handling | A.1 Turn on lights prior to entering storage roomA.3 Inspect floor for potential items in the way/spills. If needed, clean area. B.1 Use hand truck or cart to move items |
| 2. Load containers onto shelves. As needed, open large boxes with knife to place smaller containers on shelves.  | A. Heavy lifting/handling – moving containers to high shelves, awkward reaches to storage areas.B. Cut – if used incorrectly, a knife could cut employee | A.1 Use proper lifting techniquesA.2 Place heavier items on lower shelves.A.3 Use step stool to place items on high shelvesB.1 Make sure to cut away from body, keeping body parts out of the way.B.2 Retract knife blade when finished. |
| 3. Ensure room is clean. Leave room and turn off lights. |  |  |

|  |  |
| --- | --- |
| **Required Training** | **Required Safety Equipment** |
| EHS 4200 – General Safety and Emergency PreparednessEHS 1400 – Back Care: Safe Lifting/HandlingSlip/Trip/Fall training – contact EH&S | Hand truckCartStep Stool |



|  |
| --- |
| **Example Safety/Health Hazards (note: this is not an all-inclusive list)** |
| - Ergonomics (e.g. repetitive motion, excessive lifting) | - Struck by/against |
| - Slip/trip/fall | - Explosion (e.g. chemical, pressure) |
| - Cut/puncture/scrape | - Eye hazard |
| - Chemical (e.g. toxic, flammable, corrosive) | - Mechanical failure of equipment |
| - Fire | - Temperature extreme |
| - Electrical (e.g. shock, fire, loss of power) | - Collapse (e.g. excavation) |
| - Noise |  |