

Date:    Company  Site Name

Complete pre-start  Onsite



# Task Analysis/Safe Work Method Statement

Use the Risk Assessment Matrix and Hierarchy of Controls tools to complete this document.

This Task Analysis (TA) has an Emergency Response Plan	Yes	N/A	Site name
Subcontractor company name			Site address
Name of subcontractor	Phone		Work activity - task description
Office address			PPE required for activity/task
Date			Administrative Controls

## Task Analysis/Safe Work Method Statement sign-on

All workers must sign this register to show that they have been trained in the processes and will work to the requirements of this TA/SWMS.

Worker name	Worker signature	Worker name	Worker signature

<b>Sequence of basic steps</b> <i>Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.</i>	<b>Potential hazards and risks</b> <i>Describe the key hazards and risks for each step – there will normally be more than one per step. Number each hazard e.g 1a, 1b, 1c; 2a, 2b, 2c.</i>	<b>Initial risk assessment</b> <i>Before the controls are in place. Refer to the risk assessment matrix.</i>	<b>Control methods and level of control</b> <i>Describe the key/significant way to control the risk and then refer to the hierarchy of controls</i>  <i>Control method</i> <span style="float: right;"><i>Level</i></span>		<b>Residual risk assessment</b> <i>After all controls are in place. Refer to the risk assessment matrix.</i>
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