

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

Subcontractor company name

Name of subcontractor Phone

Office address

Date

Site name

Site address

Work activity - task description

PPE required for activity/task

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

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Sequence of basic steps <i>Describe each step in the activity – most will have 4-8 steps. Follow the flow of the product or process.</i>	Potential hazards and risks <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>	Initial risk assessment <i>Before the controls are in place. Refer to the risk assessment matrix.</i>	Control methods and level of control <i>Describe the key/significant way to control the risk and then refer to the hierarchy of controls</i>		Residual risk assessment <i>After all controls are in place. Refer to the risk assessment matrix.</i>
			<i>Control method</i>	<i>Level</i>	
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