

Date: Company Site Name

Complete pre-start Onsite



Task Analysis (TA) and Safe Work Method Statement (SWMS)

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

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> <i>Control method</i> <i>Level</i>		Residual risk assessment <i>After all controls are in place. Refer to the risk assessment matrix.</i>
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