

TASK ANALYSIS WORKSHEET (Blank Form)

Date: _____

Prepared by: _____

Job Name: _____

Job Objective: _____

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Revision: ____

Activity	Potential Hazard	Human Factors Issue or Concern	Potential Hazard Solution / Mitigation

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Activity	Potential Hazard	Human Factors Issue or Concern	Potential Hazard Solution / Mitigation

<p><i>List the sequential activities that are performed in the task.</i></p> <p>Each activity should begin with an action verb</p> <p>For example:</p> <ul style="list-style-type: none"> • OPEN a flange, • CHECK a display reading, • FILL a column. 	<p><i>What are the hazards that are present for each activity?</i></p> <p>For example,</p> <ul style="list-style-type: none"> • Wrench slips and injures an operator; • Line is not purged before it is disconnected. • Tools can fall and injure operators below; • Misreading a gauge can overpressure a vessel. 	<p><i>Brainstorm and use the list below to identify the potential human factors, highlighting the most likely ones for each step.</i></p> <p><u>Physical Activities</u></p> <p><u>Manual Materials Handling</u></p> <ul style="list-style-type: none"> • Hose handling • Barrels, boxes • Valves • height • orientation • force <p><u>Musculoskeletal</u></p> <ul style="list-style-type: none"> • hands/wrists • upper extremity (head, neck, shoulder) • lower extremity (lower back, leg) <p><u>Access:</u></p> <ul style="list-style-type: none"> • Routes, walkways, platforms, Exit, Entrance, stairs <p><u>Receiving information</u></p> <ul style="list-style-type: none"> • Lighting • Noise interference • Display design • Labeling • Signage • Color coding <p><u>Processing Information</u></p> <ul style="list-style-type: none"> • Too much information? • Menu, checklist present? • Short-term Memory • Long-term Memory • Controls/displays as expected? 	<p><i>Recommend a solution to prevent or mitigate each potential hazard, The five categories below provide examples:</i></p> <ol style="list-style-type: none"> 1. Engineering Design Changes or additions to the equipment, facilities, environment or software 2. Training to improve the knowledge and skill of the operator 3. Modifying Job or Task Design.. For example: <ul style="list-style-type: none"> • The task is done during the day instead of at night or the work or shift schedule is changed • Different activity sequence • Improved procedures, permitting systems, or job aids • Reassign a task step to other people 4. Selection: for example, choose people with capabilities that match the job. 5. Modifying behavior. While it can be observed measured and changed by engineering or job design, it can also be changed by: <ul style="list-style-type: none"> • Creating positive consequences or removing negative consequences for desired behavior • Providing coaching and corrective feedback, or creating negative consequences for undesired behavior
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