TASK SAFETY ANALYSIS
STANFORD UNIVERSITY

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): _____

Contact EH&S Occupational Health and Safety at 723-0448 for additional assistance.

TASK SAFETY ANALYSIS
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Purpose
The task safety analysis is designed to help supervisors assess and address health and safety hazards that have the potential to cause serious 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 serious 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), and tasks that have undergone changes. Aside from using their own safety expertise in their respective fields, 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 Health and Safety Program for assistance (723-0448).

Directions
Please see the instructions provided in the example analysis below.

Task Title: **Stocking Storage Room**

Department: ***Department X***

1. *General Task Steps -* List the general sequence of task events.

2. *Hazard Description -* While reviewing each step, identify and list each safety hazard (a list of common hazards is provided at the bottom of the page). When doing so, ask, "What can go wrong during the task?" Review prior incidents or near- misses.

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 room A.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 techniques A.2 Place heavier items on lower shelves. A.3 Use step stool to place items on high shelves B.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.		

3. *Preventive Measures –* List the ways to prevent each hazard (e.g. procedures, personal protective equipment, other safety equipment).

Required Training	Required Safety Equipment
EHS 4200 – General Safety and Emergency Preparedness EHS 1400 – Back Care: Safe Lifting/Handling Slip/Trip/Fall training – contact EH&S	Hand truck Cart Step Stool

4a. *Safety Requirements* – Using the "Preventive Measures" section in Part A, list all required training an employee must complete in order to perform the task.

4b. *Safety Requirements* – List all required safety equipment for the task.

Example Safety/Health Hazards (note: this is not an all-inclusive list)
- Ergonomic (e.g. repetitive motion, excessive lifting)
- Slip/trip/fall
- Cut/puncture/scrape
- Chemical exposure (e.g. toxic, flammable, corrosive)
- Fire
- Electrical
- Mechanical hazards (crush, entanglement, stored energy)
- Explosion (e.g. chemical, pressure)
- Eye hazard
- Noise
- Heat stress

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