



Conduct a Continuous Risk Assessment in the Workplace

Handout 5

Planned Task Observation

PLANNED TASK OBSERVATIONS Example

OBSERVATION SHEET JOB/TASK:		SECTION:		
REFERENCE NUMBER:		TIME:		
DATE:		NAME: (Person Observed)		
NAME: (Person Observing)		INDUSTRY NUMBER:		
SOP/SWP REF NO:				
REASON FOR OBSERVATION				
1. NEW WORKER		2. GOOD PERFORMER		
3. POOR PERFORMER		4. WORKER WITH KNOWN ABILITY PROBLEM		
5. RISK TAKER		6. ROUTINE OBSERVATION		
7. INCIDENT (INJURY)		8. INCIDENT (DAMAGE)		
EVALUATION				
EVALUATION		YES/NO		COMMENTS
1. SAFE AND LOGICAL STEPS FOLLOWED				
2. USED CORRECT TOOLS				
3. USED CORRECT P.P.E.				
4. WORKPLACE SAFE				
5. HEALTH AND SAFETY OF OTHER WORKERS CONSIDERED				
6. WORK ORDERLY AND CLEAN UP				
7. DANGERS RECOGNIZED				
COMMENTS				
RECOMMENDATIONS				
RECOMMENDATIONS	YES/NO	PERSON RESPONSIBLE	SIGNATURE	DATE
1. WRITE NEW S.W.P.				
2. MODIFY EXISTING S.W.P.				
3. REPAIR EQUIPMENT				
4. RE-ARRANGE EQUIPMENT				
5. INTRODUCE NEW HEALTH AND SAFETY RULE				
6. RETRAIN WORKER				
7. DO ERGONOMIC STUDY				
REVIEWED WITH EMPLOYEE				
SIGNATURE OBSERVER:			SIGNATURE EMPLOYEE:	

REMARKS : USE THE WRITTEN SAFE WORK PROCEDURE/RA TO GUIDE YOU DURING THE OBSERVATION