

# Task Analysis



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# Task Analysis

**A Task Analysis is a comprehensive breakdown of the different activities that are required to complete a task.**

Task Analysis is usually performed as part of a job analysis, which involves identifying all the major functions of a job within a specific department or area.

## About Task Analysis

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A Task Analysis will document:

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- A detailed task description
- The steps required to complete a task
- The physical and postural requirements
- Task frequency and duration
- Task details, including shift time and cycle times
- Environmental observations
- PPE and equipment list
- Image gallery for visual reference

Once completed, a Task Analysis report is generated, and an overall demand rating is assigned to the task.

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How does Task Analysis benefit your business?

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- Identify high risk areas, and understand where a more detailed Risk Assessment is required
- Assist with developing a training and induction strategy
- Assist with pre-employment screening
- Inform induction and training programs.
- Create a more comprehensive approach to RTW, including identifying alternative duties and
- informing rehabilitation programs
- Minimise the risk of injury by identifying tasks with a high physical demand

## When do you need it?

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Most companies are required to have this type of documentation in place for the hiring and training of their staff.

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It allows them to ensure the worker knows the demands of the job and has been provided with the appropriate training to carry it out in a safe and effective manner.

Task Analysis also forms an important part of the return-to-work process. It helps employers to identify safer duties and allows health practitioners to make informed decisions about worker rehabilitation programs.