

## Supervisor

Signature	Name	Date

## Team

Signature	Name	Date

## Reviewer

Signature	Name	Position	Date

Name: .....

Company:.....

Work Activity:.....

# TASK ASSESSMENT CARD

Think first

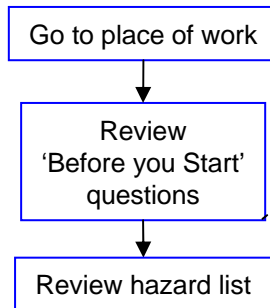
Act Safe

Stop if Hazardous

Keep Safe

**USE OF TASK CARD:**

- Should only be completed at the point of work, before you start
- One TASK Card can apply to the whole team



**Before you Start**

1	Do you have a <b>risk assessment</b> and <b>method statement</b> ?	
2	Do you have the <b>correct PPE</b> ?	
3	Do you have the <b>correct tools, in good condition</b> and <b>PAT tested</b> if appropriate?	
4	Is <b>Hand Arm Vibration (HAV)</b> risk controlled?	
5	Are appropriate <b>fire extinguishers</b> provided?	
6	Do you know your <b>emergency escape route</b> ?	
7	Do you know who your <b>First Aiders</b> are?	

**Are any of these hazards present and not controlled?**

	Mechanical Hazards			Activity Hazards	
1	Cutting / Severing		14	Hand Arm Vibration	
2	Friction / Abrasion		15	Lifting / Handling	
	<b>Electrical Hazards</b>		16	Slips / Trips / Falls	
3	Electrical Shock		17	Moving Vehicles	
4	Short Circuit / Overload			<b>Environment Hazards</b>	
	<b>Substances</b>		18	Untidy Site	
5	Flammable		19	Noise	
6	Toxic		20	Lighting	
7	Corrosive		21	Temperature	
8	Irritant		22	Work at Height	
9	Environmental		23	Falling Objects	
10	Asbestos (ACMs)			<b>Other</b>	
11	Dust / Fumes				
	<b>Fire</b>				
12	Naked Flames				
13	Combustible Materials				

**REMEMBER:**

- Card must be updated if the work changes, or new hazards arise
- If in doubt contact your Supervisor.
- If problems not resolved by Supervisor - DWP Hotline 07980 002423