

Supervisor

Signature	Name	Date

Team

Signature	Name	Date

Reviewer

Signature	Name	Position	Date

Name:

Company:.....

Work Activity:.....

TASK ASSESSMENT CARD

Think first

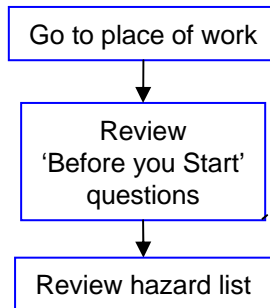
Act Safe

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 risk assessment and method statement ?	
2	Do you have the correct PPE ?	
3	Do you have the correct tools, in good condition and PAT tested if appropriate?	
4	Is Hand Arm Vibration (HAV) risk controlled?	
5	Are appropriate fire extinguishers provided?	
6	Do you know your emergency escape route ?	
7	Do you know who your First Aiders 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	
	Electrical Hazards		16	Slips / Trips / Falls	
3	Electrical Shock		17	Moving Vehicles	
4	Short Circuit / Overload			Environment Hazards	
	Substances		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)			Other	
11	Dust / Fumes				
	Fire				
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