



TASK ANALYSIS WORKSHEET

NZCTA01

Task Description	
Task Location	
Person in Control of the Task	
Emergency contact details	
Date of Task	

Risk Assessment Matrix

Consequence	5	5	10	15	20	25
	4	4	9	14	19	24
	3	3	8	13	18	23
	2	2	7	12	17	22
	1	1	6	11	16	21
		1	2	3	4	5
		Likelihood				

Likelihood	Rating	Score	Criteria
	Almost Certain	5	High likelihood of risk event happening several times within the next year.
	Probable	4	A risk event is likely to occur more than once in the next 12 months.
	Possible	3	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
	Unlikely	2	The risk event could occur at some time but is unlikely.
Rare	1	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.	

Consequence	Rating	Score	Criteria
	Catastrophic	5	Multiple deaths or injuries, severe environmental damage and/or or long term cessation of core activities (months)
	Major	4	Single death and/or multiple injuries and/or short term cessation of core activities (weeks)
	Moderate	3	Injuries requiring off site medical treatment and/or significant disruption to core activities (days)
	Minor	2	Injuries requiring on site medical treatment and/or short term disruption to core activities (hours)
Insignificant	1	Minor injuries, and/or minimal impact on operations	

STEP NO	WORK METHOD STATEMENT JOB STEPS	HAZARD	INITIAL RISK SCORE	CONTROL METHODS	RESIDUAL RISK SCORE	RESP. PERSON

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TEAM SIGN OFF

ALL WORKERS UNDER THIS TASK ANALYSIS UNDERSTAND AND AGREE TO FOLLOW THE STATED PROCESSES

NAME:	SIGNATURE:	DATE: