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Job Task Analysis

Job task analysis (JTA), involves an examination and breakdown of the skills and demands specific to a particular task, role or duties within the workplace.

It consists of detailed description of the physical requirements of the role. It includes such factors as the task frequency and duration, environmental factors and the equipment required to complete a role.

The assessment and form should be completed by an experienced staff member or consult with a trained Allied Health professional or your broker.

Job Task Analysis Form

Date:				
Role:				
Role Description: (General day to day activities)				
Shift Times:	Hours in shift:		Nightshift:	
	Roster Type:			
	Days Per week:			
Environment: (e.g. weather, outside work, inside lighting)				
Basic overview of Movements required for the role: (e.g. walking, heights, sustained posture, sitting)				
Hazards: (physical or psychosocial organisational dimensions that increase risk such as, machine use, heights etc)				
Equipment needed to complete task/role:				
Notes:				

Brief description of the three most physically demanding tasks		
Task 1.	**Task 2.**	**Task 3.**
Task:	Task:	Task:
Requirement:	Requirement:	Requirement:
Average weight involved:	Average weight involved:	Average weight involved:
kg's	kg's	kg's
Weekly Average duration:	Weekly Average duration:	Weekly Average duration:
hours	hours	hours
Suitable duties support available:	Suitable duties support available:	Suitable duties support available:
Yes　　　No	Yes　　　No	Yes　　　No

Job Task Analysis Frequency Key		
I	= Infrequent	intermittent activity exists for a short time or less than 20% of the time when performing the job
F	= Frequent	activity exists between 20% and 60% of the time when performing the job
C	= Constant	activity exists for more than 60% or the time when performing the job

Physical Demands	Frequency		
Sitting – seated position to perform tasks	I	F	C
Standing – posture throughout activity	I	F	C
Walking/Running – regularity and surface	I	F	C
Sustained Posture – working in same posture for periods of time	I	F	C
Bending – forward bending to perform tasks	I	F	C
Trunk Twisting – while sitting/standing to complete tasks	I	F	C
Kneeling – posture to complete tasks	I	F	C
Squatting/Crouching – posture to complete tasks	I	F	C
Climbing (stairs/ladders/structures)	I	F	C

Physical Demands			Frequency		
Lifting – overhead/forward extension	Average weight:		I	F	C
Carrying – overhead/forward extension	Average weight:		I	F	C
Reaching – forward reaching/overhead reaching			I	F	C
Pushing – move objects away from the body			I	F	C
Pulling – move objects toward the body			I	F	C
Grasping – fine motor skills, regular use of hands – tools, machinery			I	F	C
Work at Heights – using ladders, footstools, scaffolding			I	F	C
Driving – controlling the operation of a vehicle/Foot and Hand Controls			I	F	C
Comments/Other:					

Physical Demands			Frequency		
Dust – exposure			I	F	C
Gases – exposure			I	F	C
Fumes – exposure			I	F	C
Liquids – working with/exposure			I	F	C
Lighting – darkness/eye strain			I	F	C
Extreme Temperatures – temperatures are less than 15°C or more than 35°C	Average Temperatures:		I	F	C
Confined Spaces – areas where work is conducted that are not designed not to be entered by a person.			I	F	C
Slippery or Uneven Surfaces			I	F	C
Biological Hazards – contact with body fluids, bacteria, infectious diseases			I	F	C
Wearing of Personal Protective Equipment – Administrative control for any of the above demands			I	F	C
Are any of the exposures above unsafe or uncontrolled? (Detail in comments/ actions if required)			I	F	C
Comments/Other:					

Other Comments or Considerations in the role:

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