



CONDUCT A TASK ANALYSIS AND TAKE APPROPRIATE ACTION

SAQA US: 120341
 NQF Level: 4
 SAIOSH CPD Credits: 5
 Duration: 2 Days

Course description

The Conduct a Task Analysis and Take Appropriate Action course focuses on equipping individuals with the skills necessary to analyse tasks within a workplace or specific job roles. It involves breaking down tasks into detailed steps, understanding the associated risks, and taking proactive measures to ensure safety, efficiency, and effectiveness in task execution.

Course outcome

Completion of the course equips individuals with the tools, methodologies, and critical thinking abilities needed to systematically analyse tasks, mitigate risks, implement changes for improvement, and foster a safer, more efficient work environment. These outcomes empower individuals to enhance workplace safety, efficiency, and productivity through informed decision-making and proactive measures.

Course content

MODULE 1: TASK ANALYSIS FUNDAMENTALS

Understanding Tasks: Learning methods to identify, describe, and document tasks performed in various job roles or within specific processes.

Task Decomposition: Breaking down complex tasks into smaller, manageable steps for analysis.

MODULE 2: RISK ASSESSMENT AND MITIGATION

Identifying Risks: Recognizing potential hazards associated with each task step or process.

Risk Evaluation: Assessing the likelihood and severity of identified risks.

Risk Control Measures: Developing strategies to minimize or eliminate identified risks.

MODULE 3: METHODOLOGIES AND TOOLS

Task Analysis Techniques: Learning different methodologies and tools used for conducting task analysis effectively.

Data Collection: Methods for collecting information and data necessary for task analysis.

Documentation: Creating detailed documentation of task analysis findings.

MODULE 4: HUMAN FACTORS AND ERGONOMICS

Human Performance: Understanding how human capabilities and limitations impact task execution.

Ergonomic Considerations: Incorporating ergonomic principles to design tasks for safety and efficiency.

MODULE 5: IMPLEMENTING CHANGES AND CONTINUOUS IMPROVEMENT

Action Planning: Developing action plans based on task analysis findings to improve task execution.

Monitoring and Evaluation: Establishing processes to monitor the effectiveness of implemented changes and continuously improve tasks.

MODULE 6: COMMUNICATION AND TRAINING

Effective Communication: Communicating task analysis results to relevant stakeholders, emphasizing safety and efficiency.

Training Programs: Designing training programs to educate employees on safe and efficient task execution based on analysis outcomes.

MODULE 7: COMPLIANCE AND REGULATIONS

Compliance Standards: Understanding and ensuring compliance with relevant regulatory standards related to task execution and safety.

MODULE 8: PRACTICAL APPLICATION AND CASE STUDIES

Real-life Case Studies: Analyzing real-world examples to understand how task analysis led to improved safety and efficiency.

Practical Exercises: Engaging in exercises or simulations to practice conducting task analysis.

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THEORETICAL ASSESSMENT

Formative Assessment (Open book test)

Summative Assessment (Closed book test)

PRACTICAL ASSESSMENT

Writing a Safe Work Procedure

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