

# JOB/TASK ANALYSIS AND PROCEDURES

TOTAL POSSIBLE POINTS =170

## AUDIT MEASUREMENT

4.1	MANAGEMENT DIRECTIVE ( 50 Points )	Yes/No	Score
*	4.1.1. Is there a written directive* which requires task analysis and the development of appropriate procedures and/or work practices, stressing the importance of this program for accident control? (X0-50)		
4.2	CRITICAL TASK INVENTORY (80 Points)	Yes/No	Score
*	4.2.1. With a view to future identification of critical tasks, has a document or inventory* been prepared showing that all occupations in the organization have been broken down into the tasks performed in each? (X0 - 55)		
****	4.2.2. Have the critical tasks* been identified from the inventory of occupations in the organization? (X0 - 25)		
4.3	SAFETY AND HEALTH HAZARDS IN TASK ANALYSES AND PROCEDURES (40 Points)	Yes/No	Score
*****	4.3.1. Are safety and health hazards identified and recorded on task analysis sheets? (X0-25)		

*****	4.3.2. Are recommended controls to prevent injury, illness or loss also recorded on the task analysis sheet? (X0-15)		
	<p>TOTAL POINTS for <b>JOB/TASK ANALYSIS &amp; PROCEDURES</b></p> <p>=</p> <p>TOTAL POSSIBLE POINTS = 170</p> <p>Percentage Score for <b>JOB/TASK ANALYSIS &amp; PROCEDURES</b> =</p> <p>Total point scored divided by total possible points multiplied by 100.</p>		