

CRITICAL TASK INVENTORY

What are the jobs / tasks with the highest risk for fatality, serious injury, lost time, insurance claim or landing you on page 2 of the newspaper? A Critical Task Inventory is a foundational element of any good risk management system. It should serve to identify the (approximately) 20% of your work or activities that creates 80% of your credible risk. Once your Critical Task Inventory is developed, it is best practice to:

1. Conduct Job Hazard Analyses for each Critical Task
2. Develop a written Safe Work Procedure / Standard Operating Procedure for each Critical Task
3. Review and update often.

Critical Tasks**- The Deadly 7	JHA* Complete			SWP* Developed			Workers Trained? Who? When?	Any Action Required?	By Whom / Due
1. Work at Heights	Yes	No	N/A	Yes	No	N/A			
2. Energized Sources (electrical, hydraulic, pneumatic, kinetic, potential, thermal etc.)	Yes	No	N/A	Yes	No	N/A			
3. Powered Mobile Equipment	Yes	No	N/A	Yes	No	N/A			
4. Excavations	Yes	No	N/A	Yes	No	N/A			
5. Confined Spaces	Yes	No	N/A	Yes	No	N/A			
6. Hoisting and Rigging	Yes	No	N/A	Yes	No	N/A			
7. Guarding of Machines	Yes	No	N/A	Yes	No	N/A			
Other Common Industry Specific Critical Tasks:									
Hiring Sub-Contractors	Yes	No	N/A	Yes	No	N/A			
Hazardous materials / Asbestos	Yes	No	N/A	Yes	No	N/A			
Working Alone	Yes	No	N/A	Yes	No	N/A			
Other	Yes	No	N/A	Yes	No	N/A			

* JHA = Job Hazard Analyses SWP = Safe Work Procedure

**In general; not an absolute as risk is determined by the specific activities of your business