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| **Health and Safety Task Analysis and Training Guide****(For In-house Training)** |

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| **Task Description:** (What is the task?) |  |
| **Preparation:**(What needs to happen before the task is completed?) |  |
| * **Equipment:** (What equipment and safety gear do you need?)
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| * **People:** (Who needs to be there? Who needs to not be there?)
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| * **Environment?** (What needs to happen in the environment before the task is completed?)
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| **Task Steps:****1.****2.****3.****4.****5.****6.***(continue to add steps until completed task is outlined)* |  |
| **Task Completion:** | 1 Explain Task Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 Demonstrate Task Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | 3 Do Task togetherDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 Learner does Task on their ownDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ | 5 Learner is confident to do Task aloneDate: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Trainer Name:** | **Signature:** | **Date:** |
|  |  |  |
| **Learner Name:** | **Signature:** | **Date:** |