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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?) | |  | | | |
| * **People:** (Who needs to be there? Who needs to not be there?) | |  | | | |
| * **Environment?** (What needs to happen in the environment before the task is completed?) | |  | | | |
| **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 together  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 Learner does Task on their own  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 5 Learner is confident to do Task alone  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| **Trainer Name:** | | **Signature:** | | | **Date:** |
|  | |  | | |  |
| **Learner Name:** | | **Signature:** | | | **Date:** |