



# JOB TASK ANALYSIS (JTA)

**Group Rate \$1300 Member**  
**\$1600 Non-Member**

Price does not include materials fee and instructor expenses

**Per Person Rate \$125 Member**  
**\$150 Non-Member**

Per Person rates apply to Public Courses

## Course Format – 1 Day

The course format has been developed to be a highly interactive program utilizing facilitated presentation, along with exercises to reinforce the learning process. During the class the students will work individually and in groups on exercises and case studies. Maximum number of participants per session – 20.

## Course Objectives

Participants will leave the course able to conduct a thorough JTA, which asks them to:

- Identify undetected hazards
- Increase their knowledge of workplace hazards
- Integrate safety and health principles and practices into work practices
- Increase the job knowledge of employees who participate in the JTA
- Improve communication between workers and supervisors
- Promote acceptance of safe work procedures

## Course Outline

### Module 1: What is Job Task Analysis?

- Benefits of JTA
- Key Terms: Job and Task

### Module 2: Planning a Job Task Analysis

- Job Task Analysis Form
- Prioritize Jobs
- Develop JTA Team
- Observe and Record the Job or Task

### Module 3: Conducting a Job Task Analysis

- Step 1: Identify Tasks and Steps
- Step 2: Identify Hazards
- Step 3: Assess Risk and Control Hazards

### Module 4: Developing a Safe Work Procedure

- Follow Up



## FOR MORE INFORMATION:

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