



COURSE OUTLINE

Critical Task & Observation

PURPOSE

This course enables you to identify critical tasks, analyse those tasks, develop written safe work procedures and conduct planned task observations to maintain and improve SHE management performance.

Duration:
2 days

COURSE CONTENT

Specific Outcome 1

Demonstrate basic knowledge of how to prepare for planned task observation at a workplace.

- Explain the purpose of a planned task observation.
- Explain the content and importance of listing tasks from occupations.
- Explain the critical task inventory compilation.
- Explain the process of compiling safe operating procedures and the resources required.
- Explain the scheduling of a planned task observation.
- Explain that past history should be taken into account prior to performing the planned task observation.
- Explain the consequences of not performing planned task observations according to specified requirements in terms of safety, health and production.

Specific Outcome 2

Conduct a planned task observation at a working place.

- Select and use the correct tools and equipment when conducting a planned task observation.
- Conduct a planned task observation in accordance with specified requirements.
- Record findings and give immediate feedback in accordance with specified requirements.
- Conduct a planned task observation in such a manner that it fosters teamwork and avoids conflict

Specific Outcome 3

Record and follow up.

- The findings of the planned task observation are recorded and communicated according to specified requirements.
- The follow-up actions are implemented according to specified requirements.
- Follow-up actions are implemented in a manner that will foster teamwork and avoid conflict.

