# Job Task Inventory

Our job task inventory includes each occupation at **Company Name**. This inventory is reviewed every year and updated when tasks or occupations change.

|  |  |  |  |
| --- | --- | --- | --- |
| Position\* | Job Task | Risk Rating | Critical task |
| **Office staff (administration, dispatch)** | Office administration including filing, photo copying, data entry, telephone handling | Low | No |
| Dispatch and issue work orders | Low | No |
| **Driver (including owner operators)** | Loading and unloading | Mod | No |
| Tarping | High | Yes |
| Manual handling (lifting) | Mod | No |
| Driving, including vehicle backing | Mod | No |
| Use of pallet jack and hand dolly | Low | No |
| Handling dangerous goods | Mod | No |
| **Warehouse worker** | Loading and unloading trailer | Mod | No |
| Drive forklift, including backing operations | Mod | No |
| Use of pallet jack and hand dolly | Low | No |
| Manual lifting | Mod | No |
| Handling dangerous goods | Mod | No |
| **Maintenance personnel** | Vehicle and equipment inspection and repair | Mod | No |
| Test drive vehicle and mobile equipment | Mod | No |

\* This list of Positions and Job Tasks is not exhaustive. Please add positions and tasks to match your company environment.