

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.