

**DAILY SAFETY TASK INSTRUCTION / RISK ASSESMENT (HIRA)**

<b>SUPERVISOR:</b>	<b>WEEK ENDING (DATE):</b>
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<b>TASK(S) /JOB TO BE PERFORMED</b>	<b>AREA/DEPARTMENT</b>
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<b>PPE REQUIRED? (Tick the box)</b>	Hard Hat	Safety Shoes	Gloves	Hearing Protection	Eye Protection	Dust Mask	Overall
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	Other: e.g., Fall Arrest Equipment						
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<b>Current Job – List of Main Tasks?</b>	<b>What are the Hazards or Risks involved? (What are the dangers or what can go wrong during each step)</b>	<b>Classify the hazards / risks (HIGH, MEDIUM ,OR LOW)</b>	<b>Control Measure / Safe Work Procedures to follow during each step: (What must be done to prevent incidents or injury?)</b>
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1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			





- If the tasks or steps in the task change, HIRA must be revised before proceeding with new /changed task.
- A signed attendance register must be attached to this list for each day P.3

I hereby certify that the above items were checked and all workers under my supervision received a safe task instruction

**Supervisor /Foreman** \_\_\_\_\_

**Date**\_\_\_\_\_