

## Sample Job Task Analysis Form

A Job Task Analysis should be completed for each task in a job.

All completed Job Task Analysis (JTA) forms should be kept in a central location so they can be accessed by management when conducting training on the task.

|   |   |
|---|---|
| Job Title:  |   |
| Name of Task:   |   |
| Supervisor:   | Hours Worked per Week:  |
| Outline of Job Duties:  |   |
| <b>Physical Job Demands</b>   |   |
| Grade activity <b>frequency</b> according to scale below by circling the most appropriate number on the following form.               |   |
| 0 - not required<br>1 - seldom required (1-5 times/shift)<br>2 - minor requirements (6-11 times/shift)                                | 3 - occasionally required (12-25 times/shift)<br>4 - frequently required (26-70 times/shift)<br>5 - always required (71+ times/shift) |
|   |   |
| Where applicable, grade <b>weight</b> requirements according to scale below by circling the most appropriate lower case letter.       |   |
| a- limited (up to 5 kg)<br>b- light (5 kg but less than 10 kg)  | c - medium (10 kg but less than 20 kg)<br>d - heavy (more than 20 kg)   |
|   |   |
| Grade activity <b>duration</b> according to the scale below by circling the most appropriate upper case letter on the following form. |   |
| A - minimal (0 to 1 hour/shift)<br>B - occasional (1 - 2.5 hours/shift)   | D - continuous (over 5.5 hours/shift)<br>C - frequently (2.5 - 5.5 hours/shift)<br>E - never  |