Task Improvement Process

TIP ﬁeld worksheet

Date:

Location:

Facilitator:

Participants:

2

Understand the task

3

Break task into stages for ﬁeld evaluation

4

Walk through task stages in ﬁeld with operators

Remember - Find out which flag conditions apply generally to the task or main parts of it

5

Identify opportunities to improve

1

Identify the task

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| Notes |
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TIP Task Improvement Process

This worksheet is designed to be used with reference to the TIP help sheet, and printed larger than standard size (recommend UK A3 or US Tabloid/Ledger). You can download extra pages if you need more space, and an Excel version is available for writing up afterwards.

1

2

Identify the task Understand the task

What task do you want to improve?

Note down ideas for how to eliminate or

improve things identiﬁed in step 4

|  |  |  |
| --- | --- | --- |
| Break task into stages for field evaluation | Walk through the task stagesin field with operators | Identify opportunities to improveApply the hierarchy of controls, i.e., seek to eliminate the hazard or engineer before administrative controls or protections |
| List the key steps in this column | For each step, list the consequences when an error is made? i.e. what happens if:Step missed out? Done incorrectly? Out of sequence? | Walk through and talk through the task steps in the field with the operator.Identify and note down the flag conditions present that may increase the likelihood of the error happening | Assignpriority\* | Measures to prevent the error from occurring including targeting flag conditions. | Measures to reduce the consequences or improve recovery potential |
| Task step # | In this column break down the task into steps for field evaluation. Look to deconstruct the task into manageable chunks to help you complete the walk through.  | Note the flag conditions present raised by the operator during walk through/talk through that make the error more likely to happen in each step. What makes a mistake more likely? What makes the step more difficult to perform? What could a new person find confusing about this step? (According to the person doing the job) | Assign a priority using the matrix below. Steps rated priority 4 are not critical.Note the flag conditions present raised by the operator during walk through/talk through that make the error more likely to happen in each step. What makes a mistake more likely? What makes the step more difficult to perform? What could a new person find confusing about this step? (According to the person doing the job) | Assign a priority using the matrix below. Steps rated priority 4 are not critical. | Note down ways to improve in these columns. Apply the hierarchy of control and look for more enduring / sustainable mitigations. Note down how to eliminate the risk, what engineering controls could be applied, how flag conditions could be improved. Also think about ways to reduce the consequences of an error being made and things that can aid error recovery. Not required for priority 4 steps.Finally, consider adaptations that are currently being made or improvements suggested by operators. |
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\*Prioritizing task steps

Answer the questions to the right (yes or no) to assign a priority to each task step, where 1 is the highest priority.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Y/N |  |  |  |  |  |  |  |  |  |
| Risk of serious leak, overpressure or damage if step missed or done incorrectly? |  |  | Yes | Yes | Yes | Yes | No |  |
| Flag conditions present? |  |  | Yes | No | Yes | No | Yes |  |
| Obvious, independent indication of problem or mistake and enough time to correct? |  |  | No | No | Yes | Yes | Yes |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | 1 | 2 | 3 | 4 | 5 | Priority |

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