

## Job Safety Analysis (Part I)

## Instructions:

- 1. Select assessment category.
- 2. List tasks/activities: Develop a list of activities, tasks, equipment/tools (group similar tasks/activities).
- 3. Identify and list potential hazards: for each task, activity or equipment/tools, list and describe the potential hazards.
- 4. Identify and list controls: for each task, activity, equipment/tools, document controls (i.e. training, equipment, written procedures, PPE...).
- ${\bf 5.} \ \textit{If PPE is required, complete Part II-PPE Hazard Assessment and Certification.}$
- 6. Train affected employees on the final assessment and document the training.

Repeat assessment when new hazards are identified or introduced into the workplace or at least every three (3) years. Laboratory workers must use the online <u>Laboratory Hazard Assessment Tool (LHAT)</u> for PPE hazard assessment.

l am	☐ A worksite		Specify location:		
reviewing (check the appropriate	☐ A single employee's job description		Name of employee:		
			Position title:		
	☐ A job description for a		Position titles:Office employees (non-laboratory use personnel)		
box)	class of emplo		Location:Storer Hall	,,,,,	
	Hazard Evaluator	, e e o	Signature/Date:		
	Tidzara Evaluator		Signature/ Date.		
TASK/ACTIVITY		POTENTIAL HAZARD		CONTROL	PPE Required? Y/N
General office	work		n, eyestrain, repetitive	Ensure that workstations are	N
		motion in		ergonomically correct.	
			njuries due to slips, trips	Keep floors clear of debris and	N
		and falls,	and falling objects.	liquid spills. Do not stand on chairs	
				of any kind; instead use proper	
				footstools or ladders. Do not store	
				heavy objects overhead. Do not	
				top load filing cabinets, fill bottom	
				to top. Do not open more than	
				one file drawer at a time. Brace	
				tall bookcases and file cabinets to	
				walls. Provide one-inch lip on	
				shelves.	
		Electrical	hazards.	Do not use extension cords in lieu	N
				of permanent wiring. Ensure that	
				high wattage appliances do not	
				overload circuits. Use GFIs in	
				receptacles in potentially wet	
				areas. Replace frayed or damaged	
				electrical cords. Ensure that	
				electrical cords are not damaged	
				by being wedged against furniture	
				or pinched under doors.	
		Appliance	e and equipment hazards.	Receive appropriate operational	N
				training of the specific appliances	
				and equipment.	
			njuries due to fires,	Attend emergency action and fire	N
		-	kes, bomb threats and	prevention plan training including	
		workplace	e violence.	emergency escape drills. Attend	
				Workplace Violence training	
				offered by UC Davis Police	
				Department.	



## **Job Safety Analysis (Part I)**

## **Training Record**

**Designated Trainer**: (signature is required)

I have read and acknowledge the contents, requirements, and responsibilities outlined in this document:

Name	Signature	Date

JHA, Version 1.0, November 2014