

JOB HAZARD ANALYSIS

GENERAL CAMPUS SAFE OPERATING PROCEDURES			
WORK DUTIES		HAZARD POTENTIAL	HAZARD CONTROLS & PROTECTION MEASURES
1	Use of office equipment 	Electrocution, electrical shock, bruising and miscellaneous injuries	<ul style="list-style-type: none"> ⚓ Ensure all electrical equipment is properly grounded. (i.e. three prong electrical plugs) and in proper working order before using. Strictly follow all manufactures precautions and recommendations. ⚓ DO NOT overload circuits by stringing multiple power strips (also known as daisy chaining)
2	Using ladders or step-ladders 	Ladder collapsing; Slipping and falling from ladder	<ul style="list-style-type: none"> ⚓ Inspect ladder before use. Use ladder at proper height. ⚓ Make sure the ladder is assembled, locked and on level ground. ⚓ DO NOT exceed weight limit for ladder. ⚓ DO NOT stand on the top or top rung of ladder and make sure a co-worker is holding ladder if any higher than a step-ladder.
3	Work Station 	Muscle-skeletal disorders, eye/body strain and fatigue	<ul style="list-style-type: none"> ⚓ Ensure workstation is ergonomically correct for the person using the workstation. ⚓ Ensure proper lighting so that there isn't a glare in order to prevent eye strain. ⚓ Review phone placement and accessories so that operator is sitting square and limiting excessive head/neck tilt in order to prevent neck strain
4	Office Furniture 	Falling objects	<ul style="list-style-type: none"> ⚓ Ensure all doors and drawers are fully secured. Do not overload shelves. ⚓ Ensure bookcases are seismically strapped/secure to wall to prevent tipping over.
5	Walking in offices, buildings hallways and stairs 	Slips, trips and falls	<ul style="list-style-type: none"> ⚓ Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards. ⚓ Use handrails when using stairs. ⚠ Note: No opened toed footwear is allowed in food operations ⚠ Note: No opened toed footwear is allowed on T.S. Golden Bear
6	Campus Construction Activities 	Pedestrians knocking over ladders or lights or bumping into worker; pedestrians getting hit with equipment or falling tools, etc.	<ul style="list-style-type: none"> ⚓ Always be aware of surroundings. ⚓ Stay away from construction zones.
7	Working outside in Weather 	Heat stroke, heat exhaustion, frostbite	<ul style="list-style-type: none"> ⚓ Dress appropriately for the weather, keep hydrated, and take necessary breaks when needed
8	Heaving lifting and reaching 	Overexertion, strains and sprains	<ul style="list-style-type: none"> ⚓ Use proper lifting techniques, limit duration of repetitive motion. ⚓ Always know your weight limit, lift with your legs, get help if needed. ⚓ Use step ladders when lifting objects above shoulder height.
9	Campus 	Personal safety and security	<ul style="list-style-type: none"> ⚓ Always be aware of your surroundings. ⚓ Changing weather conditions can increase slip hazards throughout the campus
10	Operating university vehicles 	Motor vehicle accident, striking a pedestrian or bicyclist	<ul style="list-style-type: none"> ⚓ Inspect vehicles before use. ⚓ Use seat belts. Travel at safe speed for conditions. ⚓ Stay alert for pedestrians, other vehicles, and objects in travel path.

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POSITION SPECIFIC SAFE OPERATING PROCEDURES				
WORK DUTIES		HAZARD POTENTIAL	HAZARD CONTROLS & PROTECTION MEASURES	
1	Using cleaning Chemicals 	Skin and eye irritation, chemical burns and chemical inhalation	☛ Be aware of surroundings, co-workers and pedestrians. Always wear appropriate personal protective equipment. Strictly follow manufacturer instructions for use, and precautions. Read/Review SDS sheets prior to mixing or applying chemical solutions.	
2	Sharps exposure 	Broken glass	☛	
3	BBP 	May be exposure to blood and other potentially infectious bodily fluids	☛ Always wear appropriate PPE and take BBP precautions in the presence of any bodily fluids	
4	Working with hazardous chemicals 	Skin and eye irritation, chemical burns and chemical inhalation	☛ Be aware of surroundings, co-workers and pedestrians. Always wear appropriate personal protective equipment. Strictly follow manufacturer instructions for use, and precautions. Read/Review SDS sheets prior to mixing or applying chemical solutions.	
5	Standing for long periods of times 	Muscle-skeletal disorders, eye/body strain and fatigue	☛ Ensure workstation is ergonomically correct for the person using the workstation.	
6			☛	
7			☛	
8			☛	
9			☛	
10			☛	
CORE EHS TRAINING REQUIREMENTS			ADDITIONAL NOTES	
		I A O H	☛ As a general rule, Specific PPE is required for chemistry lab personnel.	
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	Basic First Aid /CPR/AED	Recommended		
IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM				
EMERGENCY RESPONSE			HOUSEKEEPING & SECURITY	
1	First Aid Kit	Located in buildings	1	Is the work area/site Clean? Ensure work area is clean daily and that any hazardous materials are properly disposed of daily

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2	AED	Located in all main buildings	2	Is the work area/site Secure?	Ensure lights are turned off and building is locked upon exiting work for the day.
3	Emergency phone	Campus Police- 707-654-1111 or 911	3		
4	Evacuation	TBD based on Facility & Emergency			
REMINDER: IMMEDIATELY REPORT ALL INCIDENTS, REGARDLESS OF SEVERITY, TO YOUR SUPERVISOR AND THE DEPARTMENT OF SAFETY & RISK MANAGEMENT.					