



Job Hazard Analysis

Analysis by:

Reviewed by:

Approved by:

Department:
Cafeteria

Date: June 20, 2017

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
<p>Coffee Maker</p> <p>Remove filter basket. Insert coffee filter and coffee grinds into basket. Replace filter basket. Pour water into reservoir. Place pot on element under basket. Turn on coffee maker and allow coffee to brew. Unplug coffee maker. Wipe burner and outside of machine with a damp cloth. Wash coffee pot and filter basket in warm, soapy water, rinse and sanitize.</p>	<p>Chance of burning yourself with hot coffee.</p> <p>Electric shock.</p> <p>Burning yourself with hot water/steam.</p> <p>Burning yourself on burner.</p>		<p>Wait until coffee maker has completed brewing prior to removing pot.</p> <p>Unplug coffee maker prior to cleaning and follow manufacturer's instructions for safe use.</p>		
<p>Knives</p> <p>Using sharp knives for food preparation. Wash in hot, soapy water, rinse and sanitize.</p>	<p>Cuts.</p>		<p>Store all knives in a knife-only drawer.</p> <p>Use knives with care, paying close attention to task.</p> <p>Do not place knives in sink with other dishes.</p>		



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<p>Slushie Machine Pour slushie mix into reservoirs. Plug into electrical outlet. Turn on machine. Unplug slushie machine. Drain slushie machine. Clean according to manufacturer's instructions. Reassemble machine. Pour slushie mix into reservoirs. Plug into electrical outlet. Turn on machine.</p>	<p>Electric Shock.</p>		<p>Make sure hands/plug are dry when plugging into electrical outlet. Make sure hands/plug are dry when plugging into electrical outlet.</p>		



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<p>Deep Fryer</p> <p>Turn on power switch and set appropriate cooking temperature.</p> <p>Allow to preheat.</p> <p>Place food product in baskets.</p> <p>Lower baskets carefully into hot oil.</p> <p>Cook food product thoroughly.</p> <p>Carefully lift baskets out of oil and allow to drain on racks.</p> <p>Turn off deep fryer.</p> <p>Raise element.</p> <p>Strain or empty oil into metal pot which is placed on a heat resistant pad.</p> <p>Wash reservoir.</p> <p>Refill deep fryer with oil.</p> <p>Wipe down outer areas of equipment.</p>	<p>Risk of burns to hands and arms from hot oil.</p> <p>Burns from hot oil.</p>		<p>Lower and lift baskets carefully so as not to splash hot oil.</p> <p>Wear oven mitts when straining or emptying hot oil.</p>		



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<p>Microwave</p> <p>Open the door. Place food product to be heated inside the oven, making sure it is covered. Close the door. Set microwave to required time and press start. Once finished, open the door and remove the food product. Close the door. Use beach/warm water solution to wipe the inside and the outside of the microwave, ensuring all food residue is removed.</p>	<p>Scalds from hot food and liquids. Electric shock. Microwave radiation. Electric shock.</p>		<p>Mount the oven within easy reach to prevent hot spills from the food and also to prevent muscle strains. Follow manufacturer's instructions for safe operation. Do not cook whole eggs, food in sealed containers or plastic bags or food with non-porous casing in a microwave oven. The pressure build-up may break the casing and spill the contents. If you wear a pace maker, consult your doctor before working with or near microwave. Unplug microwave before cleaning the electric cord.</p>		



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<p>Steam Tables</p> <p>Turn on the required temperature. Place lids on top of openings. Cool temperature in wells. Wipe with damp cloth. Remove food particles. Clean sneeze guard.</p>	<p>Possibility of burns from steam. Possibility of burns from hot lids. Might burn yourself on hot table wells.</p>		<p>Turn to proper temperature settings for safe holding of food products but use caution around steam. Use oven mitts to remove lids. Cool before wiping or use rubber gloves.</p>		



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<p>Hand Mixer</p> <p>Insert beaters into hand mixer.</p> <p>Plug into electrical outlet.</p> <p>Place ingredients to be mixed in bowl.</p> <p>Place beaters into bowl.</p> <p>Turn mixer on to required speed and mix ingredients as required, according to recipe directions.</p> <p>Turn mixer off to scrape down the sides of the bowl.</p> <p>Unplug from electrical outlet.</p> <p>Unplug the mixer.</p> <p>Remove beaters and wash attachments in warm, soapy water, rinse and sanitize.</p> <p>Wipe the outside of hand mixer with bleach/warm water solution.</p>	<p>Hand injury form contact with beaters.</p> <p>Electric shock.</p> <p>Electric shock.</p>		<p>Make sure that the attachments are securely fastened prior to starting the mixer.</p> <p>Unplug the mixer before cleaning.</p> <p>Unplug the mixer before cleaning.</p>		



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<p>Oven</p> <p>Set oven power to cook position and adjust temperature controls to appropriate setting. Allow to preheat. Put on oven mitts. Place items in oven to bake. Set timer. Remove when baking is completed. Allow oven to cool completely. Remove oven racks. Protect surrounding area for possible overspray. Spray inside of the oven as well as the door with cleaning spray. Let spray sit for length of time indicated on product and then clean oven and oven door with a damp cloth. Clean racks in sink, rinse properly.</p>	<p>Risk of burns to hands and arms.</p> <p>Risk of muscle strain if roasters are too heavy to insert and remove with ease.</p> <p>Risk to eyes, skin and breathing.</p> <p>Damage to oven elements.</p>		<p>Always use oven mitts to prevent burns.</p> <p>Use proper body mechanics when handling heavy items.</p> <p>Only use oven cleaner in well ventilated areas.</p> <p>Do not spray oven cleaner directly on elements.</p>		



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<p>Stove Tops</p> <p>Place pot, containing food product to be heated, on element.</p> <p>Turn on element to appropriate temperature.</p> <p>Heat food product.</p> <p>Turn off element.</p> <p>Use oven mitts to remove hot pot from stove top.</p> <p>Turn off elements and allow to cool.</p> <p>Clean with hot, soapy water.</p>	<p>Burns from hot element and/or hot food or steam.</p> <p>Burns from hot elements.</p>		<p>Use oven mitts to prevent burns.</p> <p>Ensure elements are turned off and cooled sufficiently.</p>		
<p>Using walking surfaces around office areas</p>	<p>Slips, Trips, Falls</p>	<p>Medium</p>	<p>Ensure that aisles are correctly established and clear, no tripping hazards are evident, floors are even, wires are not stretched across aisles, entrance mats are available and used for wet weather, floors are dry-not slippery and carpets/ rugs are secure</p>		<p>Daily</p>



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Using stairways, halls, ramps and storage spaces around office areas	Slips, Trips, Falls	Medium	Ensure there is adequate lighting – suitable for the work to be done. Ramps have a nonslip surface. Stairways are clear-not cluttered. Stair treads are in good condition. Handrails are installed. Halls are kept clear of equipment and supplies		Yearly
Using bookcases, shelves and cabinets	Injuries from materials tipping and falling	Medium	Ensure that shelves are not overloaded, heavy storage shelves are secured to the wall, heavy storage files are secured from tipping with only one drawer open at a time and bookcases are secured from tipping.		Daily
Using office equipment	Cuts, sprains, strains and injuries caused by personnel tripping and falling	Medium	Ensure file drawers are closed when not in use and are not overstuffed. Ensure chairs are in good mechanical condition. Fans are guarded and secure from falling. Paper cutters are equipped with a guard, safe use of paper shredders (keep loose hanging items such as badges, scarves, and ties clear), step stools are used when needed and kept clear of aisle ways when not in use. Ensure paper, supplies and other materials are safely stacked. Ensure knives and scissors are used and stored correctly.		Daily



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Using electrical equipment	Electrical shock, Fires, Equipment damage	medium	Ensure machines and equipment are grounded, extension cords are the 3-wire type and not longer than 10 feet (extension cords to be used for temporary use only). Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Don't have any wires running under carpets. Have management's approval for coffee pots and electric heaters		Daily
Computer work	Visual problems such as eye fatigue/irritation, blurred vision, headaches and dizziness Risk factors that can cause or aggravate musculoskeletal disorders such as tendonitis, low back pain and carpal tunnel syndrome	medium	Ensure proper lighting (28-50 foot-candles where VDT's are being used). Use a non-glare screen. Use correct screen positioning and take vision breaks. Control workplace risk factor exposure. Ensure ergonomic design and controls for present, new or changed jobs. Educate employees about the risk factors associated with musculoskeletal disorders. Identify the person employees report work-related disorders to. Encourage the early reporting of signs and symptoms. Take stretch breaks.		Daily



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Lifting/moving material	Strains and sprains to the back, arm and shoulders	medium	Employees must be aware of and use safe practices when lifting. Use the appropriate mechanical aids when possible. Ask for help if the item is too heavy for one person.		