



Job Hazard Analysis

Analysis by: Roger Worms

Reviewed by:

Approved by:

Department: Office

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
Using walking surfaces around office areas	Slips, Trips, Falls	Medium	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		Daily
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



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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
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



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Computer work	<p>Visual problems such as eye fatigue/irritation, blurred vision, headaches and dizziness</p> <p>Risk factors that can cause or aggravate musculoskeletal disorders such as tendonitis, low back pain and carpal tunnel syndrome</p>	medium	<p>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.</p> <p>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.</p>		Daily
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.		