



Job Hazard Analysis

Analysis by: Roger Worms

Reviewed by:

Approved by:

**Department: Travel
and off-site meetings**

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
Travel to and from the meeting	Vehicle accidents Airport/Airplane accidents Moving/carrying travel luggage and equipment Getting lost	Low	Stay alert. Ensure the vehicle to be used is in safe working order. Inspect the vehicle prior to use to include, but not limited to: tires, lights, motor oil level, brakes and windshield wiper condition. Always plan the trip fully prior to leaving or returning. Drive with the vehicle doors locked. Keep plenty of gasoline in the vehicle's tank. Operate the vehicle in the safest manner road conditions will allow. Observe all traffic laws. Participate in defensive driving. Seat belt use is mandatory. Use caution when in and around airports. Stay in areas where there are other people. Use restroom facilities that are located near to public areas. Be aware of people around you. Pack travel baggage/equipment not to exceed safe lifting weight (depends on individuals) and use good lifting techniques.		Each time



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Motel/hotel locations	Hazards from criminal activity	Low	<p>Pick lodging facilities that are located in the safest part of town and when possible have good security. Move quickly when going from the parking lots to the motel. Park as close to lighting as possible. Look in the vehicle prior to entering to see if anyone is hiding in or around the vehicle. If you feel threatened, scream, yell and run. Don't be a hero.</p> <p>Request a room located on the 7th floor or below (fire truck ladders will reach to the 7th floor). Learn the emergency exit route from your room. Always keep your room door locked and bolted.</p>		Each time



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Room/equipment Setup	Strains, sprains, trips and falls. Electrical hazards	Low	Employees must be aware of and use safety practices when lifting and moving equipment and material. When possible, use appropriate mechanical aids. Ensure in the classroom that aisles are correctly established, no tripping hazards are evident and wires are not stretched across aisles. Ensure machines and equipment are grounded, extension cords are the 3-wire types, ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Have no wires running under carpet.		Yearly
Home Visits	Getting lost Vehicle break down Harm from client	Medium	Make sure to know the directions to the home visit site. Ensure that your vehicle maintenance is up to date and road worthy. Know the background of your client. Make sure your Supervisor knows the visits you will be making by leaving your visiting schedule with the office each day.	Maps Regular service on your vehicle Proper documentation Cell phone	Regular contact with your Buddy. (refer to the working alone procedure in regards to the buddy system)