

JOB HAZARD ANALYSIS

GO-10001 GENERAL OFFICE WORKER SAFETY

ACTIVITY	HAZARD	CONTROL
ACTIVITY 1 Using walking surfaces around office areas	Slips, Trips, Falls	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
ACTIVITY 2 Using stairways, halls, ramps and storage spaces around office areas	Slips, Trips, Falls	Ensure there is adequate lighting – suitable for the work to be done. Ramps have a nonslip surface. Stairways are clear-not cluttered. Stairtreads are in good condition. Handrails are installed. Halls are kept clear of equipment and supplies
ACTIVITY 3 Using bookcases, shelves and cabinets	Injuries from materials tipping and falling	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.
ACTIVITY 4 Using office equipment	Cuts, sprains, strains and injuries caused by personnel tripping and falling	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 and ties clear), step stools are used when needed and kept clear of aisleways when not in use. Ensure paper, supplies and other

		material are safely stacked. Ensure knives and scissors are used and stored correctly.
ACTIVITY 5 Using electrical equipment	Electrical shock, Fires, Equipment damage	Ensure machines and equipment are grounded, extension cords are the 3-wire type and not longer than 10 feet. Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Have no wires running under carpets. Have management's' approval for coffee pots and electric heaters
ACTIVITY 6 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	Ensure proper lighting (28-50 foot-candles where VDT's are being used). Use a nonglare screen. Use correct screen positioning and take vision breaks. Encourage the use of a screen prompt for ergonomic breaks. Control workplace risk factor exposure Ensure ergonomic design and controls for present, new or changed jobs. Provide medical management when needed. 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.
ACTIVITY 7 Lifting/moving material	Strains and sprains to the back, arm and shoulders	Employees must be aware of and use safe practices when lifting. Use the appropriate mechanical aids when possible.

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**TO-10002
TRAVEL/OFFSITE MEETINGS**

ACTIVITY	HAZARD	CONTROL
<p align="center">STEP 1</p> <p>Travel to and from the meeting</p>	<p>Vehicle accidents Airport/Airplane accidents Moving/carrying travel luggage and equipment</p>	<p>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 area 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.</p>
<p align="center">STEP 2</p> <p>Motel/hotel locations</p>	<p>Hazards from criminal activity</p>	<p>Pick motels 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 the vehicle. If you feel threatened, scream, yell and run. Don't be a hero. Request a room located on the 7th floor or below (fire truck ladders will reach to the 7th floor). Learn</p>

		the emergency exit route from your room. Always keep your room door locked and bolted.
STEP 3 Room/equipment Setup	Strains, sprains, trips and falls Electrical hazards	<p>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.</p> <p>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.</p>