

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: <b>Office Work General</b>		Log Number:
Employee Name and Job Title:		Analyst/ Date:
Division/Bureau/Section:Waste Management		Approved By/ Date:
Personal Protective Equipment Recommended or Required: shoes w/ non-slip soles		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures
Lifting and carrying items	(OE) Muscle strain/injury  (FS)&(FB)  Slips  Trips  Falls	Use proper ergonomics when lifting heavy objects; get assistance or use mechanical device (dolly or cart).  Slow down, watch out for spills, and clean up puddles.  Maintain clear passage; watch for obstacles in path; secure loose items.  Use activity appropriate equipment for standing on (ladder, step stool); do not run up stairs; do not overload yourself.  Use elevator rather than stairs when carrying something that takes both hands.
Opening file cabinet/furniture drawers	(CO,SA,SB) Open drawers, sharp edges or corners; file cabinet topples over	Maintain adequate area to open drawer; close drawer completely as soon as finished; <b>ONLY OPEN AND CLOSE ONE FILE CABINET DRWAER AT A TIME!</b>
Paperwork	(CW) Paper cuts	Be careful handling edges of papers; if cut, immediately clean wound and apply a bandage; keep well-stocked first aid kit within easy access.
Using various office chemicals	(CB, CW, E) Eye, skin or respiratory irritation, allergic response	Read and follow all instructions regarding proper use; wear gloves and eye protection as needed; if allergic reaction or irritation occurs, report to supervisor so chemical can be replaced with safer material.
Ergonomics	(OE) Muscle strain or soft tissue injury	Use activity appropriate equipment for the job; bend at the knees and lift w/legs, not the back; do not sit awkwardly in chair or roll chair to retrieve items; stand up and <b>STRETCH</b> periodically during day!
Operate office equipment, such as, stapler, paper cutters, copiers, And etc.	(CBT, CI, CO, CW, OE, SA, SB) Various items or parts of the equipment	Have basic user/operator knowledge of proper use of each item.  Protect against loose clothing or jewelry catching in the machinery.

		<p>After repair, check to ensure everything is back together properly before re-starting equipment.</p> <p>Following use, secure potentially dangerous equipment-cutting arm down on paper cutter, closing scissors and proper storing.</p> <p>Isolate loud instruments from general work area.</p>
Operating Computers	(OE) Muscle and soft tissue stress and strain	Position equipment properly for maximum comfort: place top of video monitor at eye level; keep wrist in neutral position; place keyboard at elbow level and slight incline; support wrist w/padded wrist pad; take regular breaks away from the computer.

\*Codes for Potential Hazards:

Struck By (SB)		Caught On (CO)		Fall To Below (FB)
Struck Against (SA)		Caught In (CI)		Overexertion
Contacted By (CB)		Caught Between (CBT)		Exposure (E)
Contact With (CW)		Fall - Same Level (FS)		