

Work Place Job Hazard Analysis Work Sheet

Job/Occupation _____

Dept Safety **SOP** Available And Current:

Last revised: _____ Revised every three years.

LIFTING/BACK SAFETY

Lifting Required: _____

Job Lifting Weight Requirement: _____

Weight Lifted:

Lifting Height:

Size of Objects Listed:

Turning /Twisting Motion:

Bending Motion:

Working/Footing Surface:

Length/Distance of Carry:

Employees Medically Fit to Lift:

All Employees Trained on Proper Lifting Techniques:

Standing for Long Periods:

WORK AREA LAYOUT

Paths/Aisle Clear:

Paths/Aisle Marked:

Adequate Work Space:

Work Flow Appropriate:

Working Height:

Floor Surface:

Adequate Working Surface:

Reach for Equipment/Tools:

Comments _____

TOOLS/EQUIPMENT

- Personnel Properly Trained:
- Tool Guards in Place/Engineering Solutions:
- Tools in Proper Working Condition:
- Tools Secured from Falling:
- Sharp Tools Adequately Protected:
- Safety Devices:
- PPE Identified/Required:

Comments _____

ENVIRONMENTAL CONDITIONS

- Temperature Conditions Hot/Cold:
- Steam Lines Identified:
- Engineering Solutions:
- Lighting Adequate:
- Noise, too loud:
- PPE Identified/Required:
- Source on Condition Identified:

Comments _____

BLOODBORNE PATHOGEN

Personnel Trained:

PPE Identified/Required:

Comments _____

HAZCOM/CHEMICAL EXPOSURE

Chemicals Identified:

- 1.
- 2.
- 3.
- 4.
- 5.

Personnel Trained on Each Chemical Used:

Hazard Material List of Chemicals in Department:

MSDS for Each Chemical:

Training Documented:

PPE:

Engineering Solutions:

Sampling Data Results:

Chemical Storage Area Adequate:

Chemicals Not Stored with Incompatible Chemicals..

Comments _____

ADMINISTRATIVE STAFF:

Computer Station Evaluation

Chair:

Back rest supports small of back:

Seat height adjusted so upper arms hang vertically, elbows bent 90 degrees:

Feet flat on floor or use foot rest:

Wrist neutral position not bent up or down:

Computer:

Monitor 20 -24 inches away from eyes:

Top of monitor screen 5-15 degrees below horizontal line of sight:

Document holder available on side of monitor:

Lighting Glare:

Files:

Heavier files on bottom:

File cabinets close properly:

MISC.:

No tripping hazards

Flow path of work:

Area Layout:

Comments _____
