JOB HAZARD ANAYLYSIS

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Work Duties	Hazards	Recommendations
Walking in offices and buildings (includes halls and stairs.	Slips, trips and falls	Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards. Use handrails when using stairs.
Lifting and reaching.	Overexertion, strains and sprains	Use proper lifting techniques. Use step ladders when lifting objects above shoulder height. Get help when heavy objects need to be lifted.
Using ladders	Falling, electrocution, electrical shock and electrical burns.	Always read and follow all manufactures labels/ markings on the ladder. Always look for overhead power lines before moving or setting up a ladder. Always maintain a three point contact with the ladder (two hands and one foot or two feet and one hand). Ensure the ladder's rungs, steps and feet are free from slippery material.
Working in extremely hot weather conditions.	Sunburns, heat rash, heat cramps, heat exhaustion and heat stroke	Use sunblock on exposed skin; wear appropriate clothing including hats; drink plenty of fluids and take breaks as needed in cool shaded areas.

THE OHIO STATE UNIVERSITY

Job Hazard Analysis

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Work Duties	Hazards	Recommendations
Working in extremely cold weather conditions.	Frostbite, hypothermia, slips and falls.	Wear appropriate insulated clothing including hats, gloves and masks; drink plenty of fluids and take breaks as needed in warm areas.
Using motorized/electrical tools and equipment.	Burns, electrocution, electrical shock, dismemberment, bruising, broken bones, hearing loss, blisters and struck by foreign objects.	 Always read and follow all manufactures labels/ markings on the tool prior to use. Inspect the tool prior to use to ensure proper working order. Ensure tool/equipment is nonoperational when performing maintenance and attaching or detaching equipment. Use GFCI protected electrical outlets. Use appropriate PPE when using tools. Properly store tool after use.
Using hand tools.	Electrocution, electrical shock, electrical burns, dismemberment, cuts, bruising, pinching, blisters and broken bones.	Always read and follow all manufactures labels/ markings on the tool prior to use. Use appropriate PPE when using tools. Refer to NFPA 70E Table 130.7(C)(9) to determine if insulated/ insulating hand tools are required for a given task. Properly store tool after use.
Using cleaning chemicals.	Skin and eye irritation, chemical burns and chemical inhalation.	Be aware of surroundings, co-workers and pedestrians. Always wear appropriate personal protective equipment. Strictly follow manufacturers recommendations and precautions. Read SDS sheets prior to mixing or applying.
Working in areas of high pedestrian traffic.	Slips, trips, falls and other injuries to self, co- workers and pedestrians.	Barricade work areas using cones, tape and temporary construction fencing as appropriate
May work with materials containing asbestos.	Could cause possible health issues if inhaled or ingested	Never disturb materials containing asbestos unless properly trained. Always use appropriate exposure control methods and wear designated PPE.

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