THE OHIO STATE UNIVERSITY

Environmental Health and Safety
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Columbus, OH 43212
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PURPOSE: Review each job task performed by employees to determine where job task hazards exist; providing recommendations for hazard elimination/ protection, identifying appropriate personal protective equipment (PPE), and training to inform employees of appropriate safety standards and precautions.

Department: Facilities Operation and Development

Job Title: Facilities Building Systems

Job Task: Performs tasks that ensure a safe and comfortable environment, uninterrupted operations of mechanical and utilities systems equipment, and indoor air quality.

Date of Creation: 03/18/2019

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REQUIRED PERSONAL PROTECTIVE EQUIPMENT *(choose all that apply for this task. If other, please type in specifics)*

Body Protection

As Required by Job / Task - various

Eye Protection

Arc-Rated Face Shield | Safety Glasses

Fall Protection

Fall Protection System Required

Foot Protection

EH Rated Safety Shoes

Hand Protection

Electrical Safety Gloves | Other

Head Protection

As Required by Job / Task - various

Hearing Protection

As Required by Job / Task - various

Respiratory Protection

As Required by Job / Task - various

Task/Step	Hazard(s)	Control Methods	Additional Information
Break the job into a sequence of steps. Each of the steps should accompany some major task.	*Identify the hazard(s) associated with each step. Every possible source of energy must be identified. Look at the entire environment to determine every conceivable hazard.*	*Decide what actions are necessary to eliminate, control, or minimize hazards that could lead to accidents, injuries, damage to the environment, or illness.*	*Put any additional information here that should be known by the employee performing the task.*
Walking in offices and buildings (including halls and stairs)	Slips, Trips, and Falls	Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris/tripping hazards.	
Computer workstation	Sitting/Standing Other	Ensure workstation is ergonomically correct for the person using the workstation.	Other includes; Muscle-skeletal disorders, eye/body strain and fatigue.
Using office equipment	Other	Ensure all electrical equipment is properly grounded. Ensure all doors and drawers are fully secured. Do not overload shelves.	Other includes; Electrocution, electrical shock, cuts, bruising and miscellaneous injuries.
Heavy lifting	Heavy Lifting	Use proper lifting techniques, limit duration of repetitive motion. Always know your weight limit, lift with your legs.	Get help if needed; heavy or awkward.
Working outside in extreme temperatures	Cold/Heat Stress	Wear proper clothing, take frequent breaks, stay hydrated.	
Operates University vehicles	Driving University Vehicles	Inspect vehicle before use. Use seat belts and safety prescription glasses. Stay alert for pedestrians, other vehicles and objects.	
Using motorized/electrical tools and equipment.	Other	Ensure tool/equipment is in proper working order prior to use. Strictly follow manufacturers recommendations. PPE use.	Burns, electrocution, electrical shock, dismemberment, bruising, broken bones, blisters and struck by.
Using hand tools.	Hand/Power Tools	Keep tools in good condition. Inspect tools before use. Wear safety glasses. Work away from yourself. Use normal caution required.	
Working in areas of high vehicular traffic.	Other	Barricade work area using cones, temporary construction fencing and work vehicles as appropriate. PPE; High-Visibility Vest.	Other includes; Struck by/caught between injuries to self and coworkers.
Working in confined spaces.	Confined Space Entry	Before working in confined area, verify that it is safe by monitoring air. Always ventilate area using fan.	Confined Space Permit must be obtained. Competent Person on the outside to monitor safety of occupants. OSHA 1910.149

Click to Add Page for more Tasks/Steps

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Working in poorly lit areas.	Slips, Trips, and Falls	Use a pedestal light, hand-held light, or a head lamp (miners lamp) to gain visibility.	
Working on or around extremely hot equipment/machinery.	Heat	Drink plenty of fluids and take breaks as needed in cool areas. Ensure machine guards are in place. Appropriate PPE.	
Fall protection.	Elevated Work	Use of a guardrail system, warning line system or personal fall required.	Employees on a work surface with an unprotected side/edge which is 6 feet or more above a surface shall be protected
Rigging.	Other	Inspect prior to use. Defective rigging, or rigging showing signs of excessive wear, shall be removed from service; red tagged.	Other includes; Dismemberment, bruising, broken bones, pinching, blisters and struck by/caught between.
Working with/in hazardous agents and environments.	Other	Use approved and calibrated testing devices prior to starting work. Refer to SDS.	Other includes; Asphyxiation, respiratory complications and chemical burns.
Trenching and excavations.	Excavation/Trenching	Ensure there is a safe way to enter and exit the trench. Keep materials away from the edge of the trench. Look for standing water	SLOPE or bench trench walls SHORE trench walls with supports, SHIELD trench walls with trench boxes
Using generators.	Electricity Other	Ensure the generator is properly grounded; do not use in an enclosed area. Ensure exhaust fumes are vented away; PPE	Always read and follow all manufactures labels and markings on the generator prior to use. Inspect the generator prior to use.
Working on panelboards rated at 240V and below.	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working on panelboards rated at >240V and up to 600V.	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working with 600V class motor control centers.	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.

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Working with 600V class switchgear.	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working with other 600V class equipment (277V through 600V nominal).	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working with NEMA E2 motor starters (2.3kV through 7.2kV).	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working with metal clad switchgear (1kV through 38kV).	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working with arc-resistant switchgear, Type 1 or 2.	Electricity	Ensure LOTO procedures have been strictly followed. Ensure the panelboard has been de-energized by using a voltage meter. PPE.	Only a qualified person shall de-energize or re-energize panelboards. Refer to NFPA 70E, Table 130.7(C)(9) to determine PPE.
Working in awkward positions and locations.	Other	Avoid prolonged awkward positions; use proper lifting techniques. Ask for help when needed.	Use stretching exercises before work starts. Take frequent short breaks when possible.
Working with/around rotating equipment.	Other	Secure or remove loose clothing, jewelry or anything else that could be entangled in the rotating wheel.	Watch for pinch points.
May work with materials containing asbestos.	Asbestos Exposure	Never disturb materials containing asbestos unless properly trained. Use appropriate exposure control methods and PPE.	Call EHS regarding asbestos concerns.

REQUIRED TRAINING COURSES *(choose all that apply for this task. If other, please type in specifics)*

- [ ] Building Emergency Action Plan _____
- [x] Confined Space Entry _____
- [ ] Crane, Sling, and Hoist Safety _____
- [x] Electrical Safety/Arc Flash Awareness _____
- [ ] Elevated Work _____
- [x] Fall Protection _____
- [ ] Filtering Facepiece Respirator Training _____
- [x] Fire Extinguisher _____
- [ ] Hand and Power Tool Safety _____
- [x] Hazard Communication _____
- [ ] Hearing Conservation _____
- [x] Heat and Cold Stress _____
- [ ] Lead Safety Awareness _____
- [x] Legionella Awareness _____
- [ ] Lockout/Tagout _____
- [x] Personal Protective Equipment (PPE) _____
- [ ] Respiratory Protection _____
- [x] Shop Safety _____
- [ ] Silica Dust Safety _____
- [x] Trenching and Excavating _____
- [ ] OSHA Class III Asbestos Course _____
- [ ] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____
- [x] _____
- [ ] _____

I have read and understand the contents of the JHA and the controls required to mitigate the risks from the identified hazards.

Employee Name: _____

Date: _____

Supervisor: _____

Date: _____