

Environmental Health and Safety

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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: Student Life

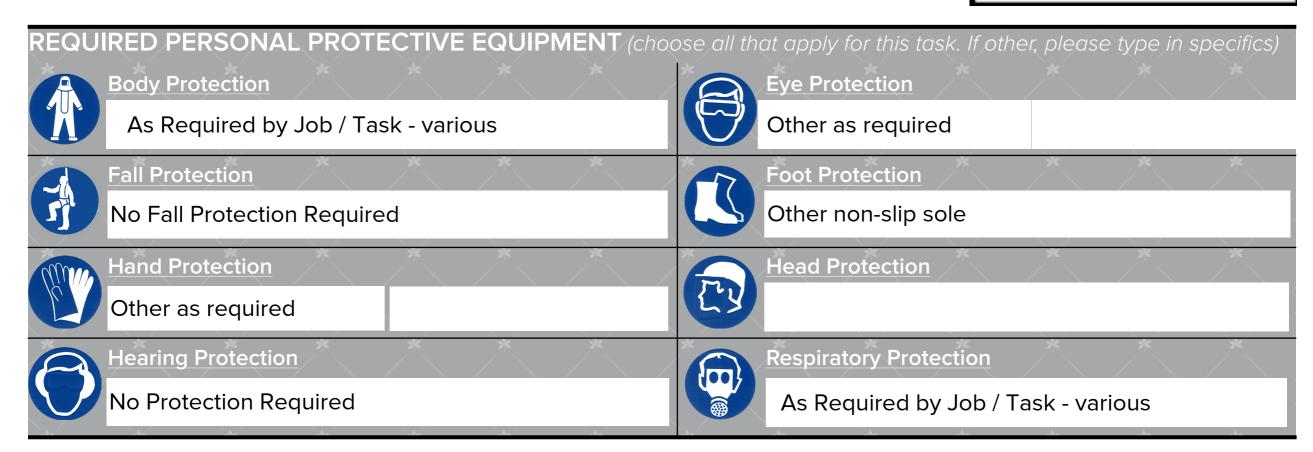
Job Title: Custodial Worker

Job Task: Provide a clean & safe environment for student residents, guests, and staff

Prepared By: Shelli Shoemaker

Date of Creation: 3/27/2019





** 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.
Working in extreme (hot/cold) temperatures	Cold/Heat Stress	Wear proper clothing, take frequent breaks, stay hydrated.	
Using motorized/electrical tools and equipment.	Hand/Power Tools Electricty	Keep cords away from work area. Keep tools	Cuts, abrasive, electric shock, injury form flying debris, tripping over power cords. Verify that guards are working.
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.	
Using cleaning chemicals.	Other	ļ'.	Other includes; Skin and eye irritation, chemical burns and chemical inhalation. Read SDS Sheets.
Working in areas of high pedestrian traffic.	Other	Pedestrians knocking over ladders or lights or bumping into worker; pedestrians getting hit by tools	Always be aware of surroundings.
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/tripping hazards.	
Lifting and reaching.	Other	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. Use step ladders when lifting objects above shoulder height.
Using ladders or step-ladders	Ladders Elevated Work	proper height. Make sure the ladder is	Do not exceed weight limit for ladder. Do not stand on the top or top rung of ladder. Use a spotter if higher than step ladder.
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.
Possible bio-hazard exposure	Blood/Body Fluid Exposure	Always wear appropriate personal protective equipment.	Following DOT Guidelines for packing of materials for disposal.

Click to Add Page for more Tasks/Steps

REQUIRED TRAINING COURSES (choose all that apply for this task. If other, please type in specifics) Building Emergency Action Plan Elevated Work Fire Extinguisher Hand and Power Tool Safety Hazard Communication Heat and Cold Stress Personal Protective Equipment (PPE) I have read and understand the contents of the JHA and the controls required to mitigate the risks from the identified hazards. Employee Name: _____ Supervisor:

Job Hazard Analysis (JHA) Form

Date: _____

Print Form

Date: _____

Section 3 of 3