



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

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**THE OHIO STATE
UNIVERSITY**

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

Other as required



Fall Protection

No Fall Protection Required



Foot Protection

Other non-slip sole



Hand Protection

Other as required



Head Protection











Hearing Protection

No Protection Required



Respiratory Protection

As Required by Job / Task - various

 Task/Step 	 Hazard(s) 	 Control Methods 	 Additional Information 
<i>Break the job into a sequence of steps. Each of the steps should accompany some major task.</i>	<i>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.</i>	<i>Decide what actions are necessary to eliminate, control, or minimize hazards that could lead to accidents, injuries, damage to the environment, or illness.</i>	<i>Put any additional information here that should be known by the employee performing the task.</i>
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 Electricity	Wear goggles and dust mask if applicable. Keep cords away from work area. Keep tools in good condition. Inspect tools before use.	Cuts, abrasive, electric shock, injury from 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	Always wear appropriate personal protective equipment. Follow manufacturers recommendations and precautions	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	Inspect ladder before use. Use ladder at proper height. Make sure the ladder is assembled, locked and on level ground.	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: _____

Date: _____

Date: _____