



Job Hazard Analysis

Analysis by: Roger Worms

Reviewed by:

Approved by:

Department: Office

Date: June, 2019

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
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Using walking



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Using office equipment	Cuts, sprains, strains and injuries caused by personnel tripping and falling	Medium	Ensure file drawers are closed when not in use and are not overstuffed. Ensure chairs are in good mechanical condition. Fans are guarded and secure from falling. Paper cutters are equipped with a guard, safe use of paper shredders (keep loose hanging items such as badges, scarves, and ties clear), step stools are used when needed and kept clear of aisle ways when not in use. Ensure paper, supplies and other materials are safely stacked. Ensure knives and scissors are used and stored correctly.		Daily
Using electrical equipment	Electrical shock, Fires, Equipment damage	medium	Ensure machines and equipment are grounded, extension cords are the 3-wire type and not longer than 10 feet (extension cords to be used for temporary use only). Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Don't have any wires running under carpets. Have management's approval for coffee pots and electric heaters		Daily



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Computer work	Visual problems such as eye fatigue/irritation, blurred vision, headaches and dizziness Risk factors that can cause or aggravate				