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| **JOB SAFETY & HAZARD ANALYSIS** | | | | | | **Work Area:**  **Site:**  **Company:** | |  | | |
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|  | | |
| **Activity or Task:** |  | | | | | | | | **Date:** |  |
| **Completed By:** |  | | | | | | | |
| **­­Work Steps and Tasks**  *Describe the tasks/steps involved in the job, in the order in which they occur* | | **Identify Hazard(s) in *each* Task / Step** | | **Risk Level**  (*Low, Med, High*) | **Controls- Procedures for *each* Task / Step**  *(Engineering/Administrative Controls to be implemented; use PPE as last option)* | | | | | |
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| **Hazards Checklist** | | | | | | | | | | |
| Can someone be struck or contacted by anything while doing this job? | | | Can someone slip, trip, or fall? | | | | Can someone fall into anything? | | | |
| Can someone strike against or make contact with any physical hazards? | | | Can someone strain or overexert? | | | | Can damage to equipment occur? | | | |
| Can someone be exposed to any hazardous conditions? | | | Can someone be caught in anything? | | | | Can someone injure someone else? | | | |
| **Safety Officers/Managers/Supervisors Comments** | | | | | **Date:** | |  | | | |
|  | | | | |
|  | | | | | **Employee Signature:** | | | | | |

**JOB SAFETY ANALYSIS TRAINING GUIDE**

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| **JOB SAFETY & HAZARD ANALYSIS** | | | | | | **Work Area: Site: Company:** | |  | | |
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|  | | |
| **Activity or Task:** |  | | | | | | | | **Date:** |  |
| **Completed By:** |  | | | | | | | |
| **­­Work Steps and Tasks**  *Describe the tasks/steps involved in the job, in the order in which they occur* | | **Identify Hazard(s) in *each* Task / Step** | | **Risk Level**  (*Low, Med, High*) | **Controls- Procedures for *each* Task / Step**  *(Engineering/Administrative Controls to be implemented; use PPE as last option)* | | | | | |
| Break down the job into its basic job steps. (e.g., what is first, what is next, and so on)  You can do this by:   1. Observing the job; 2. Discussing it with the operator; 3. Drawing on your knowledge of job; or 4. A combination of the three.   Record the steps in their normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.  For example, the first basic job step in mopping by hand would be:  *1. Obtain mop from the Housekeeping cart.* | | For each job step, ask yourself what accidents could happen to the employee doing the job.  You can get the answers by:   1. Observing the job; 2. Discussing it with the operator; 3. Recalling past accidents; or 4. A combination of the three.   Ask yourself; can he/she sustain:   * Upper and lower back injuries from using inadequate length handles? * Repetitive motion injuries to upper extremities from frequent mopping tasks? * Slip, trip, or fall injuries from working on and around wet floors? | | Examine the jobs, tasks, and processes in the company with the ***highest potential*** to cause a severe injury. | For each potential accident, ask yourself what safeguards should be provided for the employee and how should the employee do the job to avoid potential injury.  You can get your answers by:  Observing the job for leads;  Discussing precautions with experienced housekeepers;  Drawing on your experience; or  A combination of the three  Be sure to describe the provided safeguards and precautions an employee must use. Number each separate recommended precaution with the same number you gave the potential accident that the precaution seeks to avoid. Use simple ‘do’ or ‘don’t’ statements to explain recommended precautions as if talking to the employee. For example:   1. Provide adjustable handle mops to accommodate different workers. 2. Provide training on how to properly adjust and safely use the mops. 3. Provide rest breaks and/or rotate repetitive tasks.   Avoid generalities, such as, ‘Be Careful’, ‘Stay Alert’, ‘Take Caution’, etc. | | | | | |
| **Hazards Checklist** | | | | | | | | | | |
| Can someone be struck or contacted by anything while doing this job? | | | Can someone slip, trip or fall? | | | | Can someone fall into any thing? | | | |
| Can someone strike against or make contact with any physical hazards? | | | Can someone strain or overexert? | | | | Can damage to equipment occur? | | | |
| Can someone be exposed to any hazardous conditions? | | | Can someone be caught in anything? | | | | Can someone injure someone else? | | | |
| **Safety Officers/Managers/Supervisors Comments** | | | | | **Date:** | |  | | | |
|  | | | | |
|  | | | | | **Employee Signature:** | | | | | |

**WORKSITE EVALUATION SUMMARY**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **MSI RISK** | **SOURCE OF HAZARD** | **CONTROLS IN PLACE** | **CONTROLS RECOMMENDED** | **ACTIONS TAKEN** |
| Slips, trips, and falls |  |  |  |  |
| Prolonged or awkward static postures |  |  |  |  |
| Extreme reaches and repetitive reaches above shoulder height |  |  |  |  |
| Lifting or forceful whole body or hand exertions |  |  |  |  |
| Torso bending, twisting, kneeling, and squatting |  |  |  |  |
| Pushing and pulling |  |  |  |  |
| Falling and striking objects |  |  |  |  |
| Pressure points where a part of the body presses against an object or surface |  |  |  |  |
| Excessive work-rate |  |  |  |  |
| Inadequate recovery time between housekeeping tasks |  |  |  |  |
| Other |  |  |  |  |

Republic Indemnity assists employers in evaluating workplace safety exposures. However, our evaluations may not include every potential of loss, code violation or exception to good business practice. Employee protection is ultimately the responsibility of the employer.