

JOB HAZARD ANALYSIS

CUSTODIAN		SAFE OPERATING GUIDELINES										2017				
	HAZARD POTENTIAL EVALUATION					ERGONOMICS ASSESSMENT										
	<input checked="" type="checkbox"/> Struck By	<input checked="" type="checkbox"/> Weather Conditions	<input checked="" type="checkbox"/> Lifting	L	M	F	<input checked="" type="checkbox"/> Walking	L	M	F	<input checked="" type="checkbox"/> Kneeling	L	M	F		
	<input checked="" type="checkbox"/> Struck Against	<input checked="" type="checkbox"/> Hazardous Substance	<input checked="" type="checkbox"/> Carrying	L	M	F	<input checked="" type="checkbox"/> Standing	L	M	F	<input type="checkbox"/> Hearing/Noise	L	M	F		
	<input checked="" type="checkbox"/> Slip/Trip/Fall	<input checked="" type="checkbox"/> Electrical Hazards	<input checked="" type="checkbox"/> Reaching Above Shoulder	L	M	F	<input checked="" type="checkbox"/> Sitting	L	M	F	<input checked="" type="checkbox"/> Climbing Stairs	L	M	F		
	<input checked="" type="checkbox"/> Caught In/Between	<input checked="" type="checkbox"/> Obstruction/Confined	<input checked="" type="checkbox"/> Straight Pulling	L	M	F	<input checked="" type="checkbox"/> Crawling	L	M	F	<input checked="" type="checkbox"/> Climbing Ladders	L	M	F		
	<input checked="" type="checkbox"/> Material Handling	<input checked="" type="checkbox"/> Equipment Operating	<input checked="" type="checkbox"/> Pulling hand over hand	L	M	F	<input checked="" type="checkbox"/> Twisting	L	M	F	<input checked="" type="checkbox"/> Simple Grasp	L	M	F		
HIRAC	1	2	3	4	<input checked="" type="checkbox"/> Dual Grasp	L	M	F	<input checked="" type="checkbox"/> Pushing	L	M	F	<input checked="" type="checkbox"/> Repeated Motion	L	M	F

TRAINING REQUIREMENTS																							
GENERAL CAMPUS			DEPARTMENT SPECIFIC			SPECIALTY																	
Cal Maritime	EHS Pocket Guide	Emergency Response Guide	Department	Authorized Driver	Ergonomics RMI Prevention	Basic First Aid/CPR/AED	Marine Programs	T.S. Golden Bear	As Identified/Determined														
I	A	O	H	I	A	O	H	I	A	O	H	I	A	O	H	I	A	O	H	I	A	O	H











DO NOT USE ANY EQUIPMENT OR MACHINE UNLESS YOU HAVE RECEIVED INSTRUCTION IN THE SAFE USE AND OPERATION AND HAVE AUTHORIZATION TO USE.

PERSONAL PROTECTIVE EQUIPMENT									
Eye Protection	Foot Protection	Hand Protection	Hearing Protection	Body Protection	Head Protection	Respiratory Protection	Fall Protection	Face Shield	OTHER
When exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation...	When working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or will protect the affected	When hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns	When exposed to a time weighted average noise level of 85 dBA or higher over an 8 hour work shift.	When exposure to: Intense heat, hot metals, other hot liquids Impacts from materials that can cut, burn Hazardous chemicals Or potentially infectious materials	Where there is a potential for injury to the head from falling objects and/or when there is a risk of impact to head	May be required if removal of contaminants from the air does not fall below permissible exposure level.	When there is a risk of falling from a height greater than 4ft GSO 6ft CSO 6ft MSO When working in confined space	Face shield can be used over the glasses if there is a presence of a lot of flying debris.	







IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM

Ergonomic (L) Low <2hrs (M) Moderate 2-5hrs (F) Frequent >5hrs per 8-hours Training (I) Initial (A) Annual Refresher (O) Occasion/Post Incident (H) Hazard



















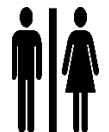















JOB HAZARD ANALYSIS

GENERAL CAMPUS SAFE OPERATING PROCEDURES			
WORK DUTIES		HAZARD POTENTIAL	HAZARD CONTROLS & PROTECTION MEASURES
1	Use of office equipment 	Electrocution, electrical shock, bruising and miscellaneous injuries	<ul style="list-style-type: none"> ⚓ Ensure all electrical equipment is properly grounded. (i.e. three prong electrical plugs) and in proper working order before using. Strictly follow all manufactures precautions and recommendations. ⚓ DO NOT overload circuits by stringing multiple power strips (also known as daisy chaining)
2	Using ladders or step-ladders 	Ladder collapsing; Slipping and falling from ladder	<ul style="list-style-type: none"> ⚓ 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 and make sure a co-worker is holding ladder if any higher than a step-ladder.
3	Work Station 	Muscle-skeletal disorders, eye/body strain and fatigue	<ul style="list-style-type: none"> ⚓ Ensure workstation is ergonomically correct for the person using the workstation. ⚓ Ensure proper lighting so that there isn't a glare in order to prevent eye strain. ⚓ Review phone placement and accessories so that operator is sitting square and limiting excessive head/neck tilt in order to prevent neck strain
4	Office Furniture 	Falling objects	<ul style="list-style-type: none"> ⚓ Ensure all doors and drawers are fully secured. Do not overload shelves. ⚓ Ensure bookcases are seismically strapped/secure to wall to prevent tipping over.
5	Walking in offices, buildings hallways and stairs 	Slips, trips and falls	<ul style="list-style-type: none"> ⚓ Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards. ⚓ Use handrails when using stairs. ⚠ Note: No opened toed footwear is allowed in food operations ⚠ Note: No opened toed footwear is allowed on T.S. Golden Bear
6	Campus Construction Activities 	Pedestrians knocking over ladders or lights or bumping into worker; pedestrians getting hit with equipment or falling tools, etc.	<ul style="list-style-type: none"> ⚓ Always be aware of surroundings. ⚓ Stay away from construction zones.
7	Working outside in Weather 	Heat stroke, heat exhaustion, frostbite	<ul style="list-style-type: none"> ⚓ Dress appropriately for the weather, keep hydrated, and take necessary breaks when needed
8	Heaving lifting and reaching 	Overexertion, strains and sprains	<ul style="list-style-type: none"> ⚓ Use proper lifting techniques, limit duration of repetitive motion. ⚓ Always know your weight limit, lift with your legs, get help if needed. ⚓ Use step ladders when lifting objects above shoulder height.
9	Campus 	Personal safety and security	<ul style="list-style-type: none"> ⚓ Always be aware of your surroundings. ⚓ Changing weather conditions can increase slip hazards throughout the campus
10	Operating university vehicles 	Motor vehicle accident, striking a pedestrian or bicyclist	<ul style="list-style-type: none"> ⚓ Inspect vehicles before use. ⚓ Use seat belts. Travel at safe speed for conditions. ⚓ Stay alert for pedestrians, other vehicles, and objects in travel path.

JOB HAZARD ANALYSIS

POSITION SPECIFIC SAFE OPERATING PROCEDURES			
WORK DUTIES		HAZARD POTENTIAL	HAZARD CONTROLS & PROTECTION MEASURES
1	Working in offices & buildings		<ul style="list-style-type: none"> ☞ Ensure all walking and working surfaces have been properly maintained, properly lit and free of debris and remove potential tripping hazards. ☞ Use handrails when using stairs.
2	Lifting, Bending, Twisting & Reaching		<ul style="list-style-type: none"> ☞ Always know your weight limit, lift with your legs, get help if needed. ☞ Use proper lifting techniques. ☞ Use step ladders when lifting objects above shoulder height. ☞ Limit duration of repetitive motion. ☞ Get help when heavy objects need to be lifted ☞ If two Person Lift-ensure communication and path are clear to prevent strain/sprain
3	Using ladders or step-ladders		<ul style="list-style-type: none"> ☞ Inspect ladder before use. Use ladder at proper height. Make sure the ladder is assembled, locked and on level ground. ☞ Ensure the ladder rung, steps and feet are free from slipper material and/or damage. ☞ DO NOT exceed weight limit for ladder. ☞ DO NOT stand on the top or top rung of ladder and make sure a co-worker is holding ladder if any higher than a step-ladder. ☞ MAINTAIN THREE POINT CONTACT WITH THE LADDER
4	Using hand tools		<ul style="list-style-type: none"> ☞ Always read and follow all manufactures labels/ markings on the tool prior to use. ☞ Keep tools in good condition. Inspect tools before use. ☞ Wear safety glasses. Work away from yourself. ☞ Use normal caution required for all hand tools. ☞ Use appropriate PPE when using tools. ☞ Refer to NFPA 70E Table 130.7(C)(9) to determine if insulated/ insulating hand tools are required for a given task. ☞ Properly store tool after use.
5	Changing light bulbs and glass lenses of light fixtures		<ul style="list-style-type: none"> ☞ Handle with caution. ☞ Wear gloves.
6	Using motorized/electrical tools & equipment		<ul style="list-style-type: none"> ☞ Always read and follow all manufactures labels/ markings on the tool prior to use. ☞ Inspect the tool prior to use to ensure proper working order. ☞ Ensure tool/equipment is nonoperational when performing maintenance and attaching or detaching equipment. ☞ Use GFCI protected electrical outlets. ☞ Use appropriate PPE when using tools. ☞ Properly store toll after use

JOB HAZARD ANALYSIS

7	Use of cleaning chemicals		Skin and eye irritation, chemical splash, burns and inhalation Chemical spill	<ul style="list-style-type: none">  Be aware of surroundings, co-workers and pedestrians.  Always wear appropriate personal protective equipment.  Strictly follow manufacturer's instructions for use and precautions.  Read SDS sheets prior to use.  Personal Protective Equipment (PPE) should include the following: safety glasses/goggles, nitrile/vinyl gloves
8	Working in areas of high pedestrian traffic		Slips, trips, falls and other injuries to self, co- worker and pedestrians	<ul style="list-style-type: none">  Always be aware of surroundings.  Barricade work areas using cones, tape as appropriate
9	Operating University Vehicles		Motor vehicle accident, striking pedestrian or bicyclists	<ul style="list-style-type: none">  Inspect vehicle before use. Use seat belts.  Stay alert for pedestrians, other vehicles and objects in path.  Ensure cargo is secured.  Ensure vehicle cab is clean free from material or debris that can shift during operation and impact the driver or passenger.
10	Vacuuming, floor polishers, carpet cleaner		Hearing Loss, Muscle Strain, Back Injury Dust-Irritant Repetitive Motion	<ul style="list-style-type: none">  Environmental Control(s) should include the following: Dispose of gloves properly  Personal Protective Equipment (PPE) should include the following: Dust mask (optional), nitrile/vinyl gloves. Environmental Control(s) should include the following: Dispose of bag properly  Personal Protective Equipment (PPE) should include the following: Hearing Protection. Ergonomic control(s) should include the following: Switch Hands.
11	Restroom Cleaning		Repetitive motion, Back injury and or Muscle Strain Bloodborne Pathogens Fume Irritant Slip, Trip & Fall Chemical – irritant Chemical-Irritant, Splash, Spill Pedestrian traffic	<ul style="list-style-type: none">  Personal Protective Equipment (PPE) should include the following: glasses/goggles, nitrile/vinyl gloves  Ergonomics control(s) should include the following: Use Safe Lifting Practices and Good Body Mechanics  Ergonomic control(s) should include the following: switch hands  Environmental Control(s) should include the following: dispose of gloves properly.  Personal Hygiene Control(s) should include the following: Wash hands  Barricade work areas using cones, tape or other signage as appropriate
12	Trash Removal		Muscle Strain, Back Injury, Cut, Stick Chemical-Irritant Repetitive Motion	<ul style="list-style-type: none">  Personal Protective Equipment (PPE) should include the following: Latex/vinyl gloves. Ergonomic Control(s) should include the following: Safe Lifting Practices, Good Body Mechanics, and Switch Hands.  Environmental Control(s) should include the following: Dispose of trash properly  Personal Hygiene Control(s) should include the following: Wash hands
13	Working outside in extreme temperatures		Heat stroke, heat exhaustion, frostbite	<ul style="list-style-type: none">  Dress appropriately for the weather, keep hydrated, and take necessary breaks when needed
14	May work in areas with materials containing asbestos		Could cause possible health issues if inhaled or ingested	<ul style="list-style-type: none">  Never disturb materials containing asbestos unless properly trained.  Always use appropriate exposure control methods and wear designated PPE

JOB HAZARD ANALYSIS

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CORE TRAINING REQUIREMENTS	ADDITIONAL NOTES
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Hazardous Communication	I	A	O	H
Elevated Work	I	A	O	H
Personal Protection Equipment	I	A	O	H
Hand & Power Tool Use	I	A	O	H
Material Handling/Ergonomics	I	A	O	H
Equipment Operation	I	A	O	H
Fire Extinguisher	I	A	O	H
Basic First Aid /CPR/AED	Recommended			

☞ Custodian personnel are to wear sturdy, closed toed shoes.

☞ Personnel assigned to food service operations will be required to wear sturdy, slip resistant, closed toed shoes.

IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM				
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EMERGENCY RESPONSE	HOUSEKEEPING & SECURITY
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1	First Aid Kit	Located in buildings	1	Is the work area/site Clean?	Ensure work area is clean daily and that any hazardous materials are properly disposed of daily
2	AED	Located in all main buildings	2	Is the work area/site Secure?	Ensure lights are turned off and building is locked upon exiting work for the day.
3	Emergency phone	Campus Police- 707-654-1111 or 911	3		
4	Evacuation	TBD based on Facility & Emergency			

REMINDER: IMMEDIATELY REPORT ALL INCIDENTS, REGARDLESS OF SEVERITY, TO YOUR SUPERVISOR AND THE DEPARTMENT OF SAFETY & RISK MANAGEMENT.
