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| EMPLOYEE:**ENTER EMPLOYEE NAME** | **JOB SAFETY ANALYSIS** | DEPT:EH&S | LOCATIONHoagland Hall | JOB TYPEAdministration |
| JOB FUNCTION | POTENTIAL HEALTH OR INJURY HAZARDS | SAFE PRACTICE, APPAREL, OR EQUIPMENT |
| General office work. | Backstrain, eyestrain, repetitive motion injury.Physical injuries due to slips, trips and falls, and falling objects.Electrical hazards.Physical injuries due to fires, earthquakes, bomb threats and workplace violence. | Ensure that workstations are ergonomically correct.Keep floors clear of debris and liquid spills. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload cicuits.Use GFIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors.Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.  |
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|  |  | DATE | PAGE OF 1 1 |