

Job Hazard Analysis

JHA Name: General Material Handling and Stocking



Assessment Date: 07-18-13

Revision Date: 04-04-17

Building or Location: North Mankato & Faribault Campuses

Department or Program: All Departments and Employees

Description of Individual Tasks or Assignments: Loading, unloading, and moving materials/supplies within facilities. Opening packaging using various hand tools.

Tools, Equipment, or Machinery Used when Performing Task: Material Handling Equipment (e.g., Dollies, Carts, Hand trucks, Overhead Hoists, Forklifts, Tables, etc...), Packaging (e.g., Fiberboard Boxes, Drums, Pallets, Shrink Wrap, Tape, etc...), Hand tools (e.g., Steel Cutters, Box Cutters, Claw Hammers, Banding, etc...)

Hazard Type(s) Associated with Task or Assignment:		Check for Exposure:	Specific Hazard Exposure:	Check if Exposure Recommends or Requires a Style of PPE?
1	Impact <u>Example:</u> Person(s) can strike an object, or be struck by a moving or flying/falling object (e.g., fragments, chips, particles, sand, dirt/debris).	X	Potential exposure to impacts from falling materials or packages (e.g., foot and toe injuries)	X
2	Penetration or Cut <u>Example:</u> Person(s) can strike an object, be struck by an object, or fall upon an object or tool that would cut or otherwise break the skin.	X	Potential exposure to cuts and abrasions when handling packages with rough or sharp edges, and/or when using sharp hand tools to open packaging (e.g., hand and finger injuries)	X
3	Crush or Pinch <u>Example:</u> An object(s) or equipment/machine may crush or pinch a body or body part			
4	Chemical or Harmful Dust <u>Example:</u> Exposure to chemicals (i.e., hazardous substances and harmful physical agents), infectious agents from spills, splashing, physical contact, and/ or exposure to dusts, vapors, fumes, or gases that could cause illness, irritation, burns, asphyxiation, breathing/vision difficulty, sensitization, infection, or other toxic health effects (i.e., acute or chronic). Note: "May also have or create ignition potential."	X	Potential exposure to leaking packages or chemical spills when transporting materials and handling packages (Hazards are dependent on the chemical, the location of release, and the potential routes of exposure)	
5	Heat <u>Example:</u> Exposure to radiant heat sources, sparks, and splashes or spills of hot material			
6	Light (optical) Radiation <u>Example:</u> Exposure to strong light sources, glare, or intense light exposure which is a byproduct of a process. Note: "This category may also include hazards presented from lack of light (e.g., working in dark spaces/areas)."			
7	Electrical Contact <u>Example:</u> Exposure, contact, or proximity to live or potentially live electrical objects.			
8	Ergonomic/ Human Factors <u>Example:</u> Working in cramped spaces, repetitive movements, awkward postures, vibration, heavy lifting, etc... Note: "This category may also include unique hazards presented from tasks that require demanding or challenging degrees of mental and/or physical effort to be exerted by an individual. See <i>Physical Effort Definition/Examples</i> category for further explanation of physical effort."	X	Potential exposure to repetitive movements, lifting light to moderately heavy loads, and bending (e.g., Back and other Muscular Skeletal Disorders)	
9	Environmental <u>Example:</u> Exposure to noisy environments, hot or cold work environments, poor weather conditions, working at a height, and any other conditions in the workplace that could cause danger, discomfort, and/or negative health effects.			

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Personal Protective Equipment Requirements:

Eyes & Face:	
Head & Ears:	
Whole Body:	
Feet:	Safety Shoes (Required whenever working with heavy object that could be dropped)
Hands:	Cut Resistant Gloves (Required when handling or opening packaging with rough or sharp edges, and/or when using sharp hand tools to open packaging)
Respiratory:	
Other:	

Other Control Measures or Requirements (Engineering & Administrative Controls):

#4) Chemical or Harmful Dust Hazards: Personnel should receive Right-to-Know training (e.g., regarding chemical & physical hazards). SDS should be provided/available for all hazardous chemicals. "NOTE: Only personnel trained in Chemical Spill/Release procedures and Personal Protective Equipment (PPE) should respond or attempt to control unplanned chemical releases." Spill Response Personnel should never exceed their level of training/expertise." **#8 Ergonomic Hazards:** Personnel should receive Ergonomics training (including warning signs and conditions of ergonomic/human factors hazards). Personnel who must lift heavy or awkward items by hand should use proper lifting techniques and contact coworkers for assistance (Team Lifts). Material handling equipment (e.g., Dollies, Carts, Hand trucks, Overhead Hoists, Forklifts, Tables, etc...) should be used whenever possible to reduce lifting and carrying materials. **Miscellaneous Considerations:** Personnel handling mail or packages should be trained in identifying, handling, and responding to incidents concerning suspicious packages. "NOTE: Prior to operating forklifts personnel must be trained, tested, and certified by an authorized college trainer. Forklift operators must receive retraining every 3 years at minimum, or when conditions/equipment change, or findings indicated previous training is ineffective." Operators of tools, equipment, and machinery should read and follow all Manufactures' recommendations/requirements (e.g., inspections, servicing/maintenance, safe usage, etc...). Any tools, equipment, or machinery found damaged, defective, or otherwise unsafe should immediately be removed from service and not used until repaired or replaced. Personnel should always consult their Supervisors on the selection and use of PPE for the tasks being performed.

Physical Effort Definition/Examples

1.) Physical Mobility- Movement from place to place on the job, considering distance and speed **2.) Physical Agility-** ability to maneuver body while in place or in static position **3.) Physical Strength (Light to Moderate)-** Ability to handle routine office materials and tools **4.) Physical Strength (Moderate to Heavy)-** Ability to handle 50lbs+ objects, considering frequency **5.) Dexterity-** skill and ability in using hands, fingers, and feet **6.) Physical Balance-** ability to maintain balance and physical control **7.) Coordination-** harmonious functioning of body parts (e.g., eye/hand, hand/foot, etc...) **8.) Endurance-** ability to sustain a prolonged stressful effort or activity with limited opportunity to rest

Note: "This JHA provides only the minimum PPE/safety requirements necessary to safely complete the task or assignment, and the JHA only covers the hazards or exposures that are most likely to be encountered. Nothing within this JHA bars or restricts personnel from requesting higher degrees of PPE or control to mitigate workplace hazards. In addition, South Central College personnel (e.g., employees and students) are required to complete any applicable safety or on-the-job trainings required prior to performing their positions or participating in their programs of study. Finally, South Central College personnel should consult their supervisors/instructors, the college's

Certification: This document certifies a hazard assessment was conducted meeting the provisions specified under 29 CFR 1910.132 (d) and South Central College's related safety programs and policies.

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written safety programs/policies, and/or the Security & Safety Director whenever they have questions or concerns.

Date: 04-04-17