

JOB HAZARD ANALYSIS

JHA Number	Date
Job/Task: Office Worker	Location
Employee	

Job Steps	Potential Hazards	Recommended Controls
General Office Work	<p>Electrical shock and fire hazards – office equipment, electric heaters, appliances, and outlets</p> <p>Slips, Trip, and Falls – wet floors, work place obstacles</p> <p>Chemical exposure – cleaning products, toner etc.</p>	<p>General Office Safety Awareness Training Office/Work Place Evaluations for Hazard Recognition</p> <p>Slip, Trip, and Fall Prevention Training Follow good housekeeping practices – including closing draws, properly disposing of waste, and properly storage of materials and equipment not in use.</p> <p>Hazard Communication Training</p>
Data Entry/Computer Use/Typing	<p>Repetitive motion disorders and Musculoskeletal disorders</p> <p>Eye Strain</p>	<p>Ergonomics Training</p> <p>Ensure work area is properly illuminated, Eliminate glare on screen, Individuals requiring prescription eye wear should ensure proper focal distance is achieved without having to tilt the head. Adjust screen refresh rate as needed to eliminate screen flicker</p>
Filing and Materials Handling	Musculoskeletal disorders – back strain etc.	Ergonomics and lifting techniques Training
Office Equipment Use – Fax and copy machines Paper Cutters, Staplers	<p>Potential exposure to ozone and other sensitizers</p> <p>Lacerations</p> <p>Punctures</p>	<p>Ensure work area is adequately ventilated</p> <p>Do not use paper cutters if the guard is removed or blade is dull. Keep fingers and hands away from point of operation.</p>
Material Storage	Slips, Trip, and Falls Lacerations, Bruises or abrasions	<p>Slip, Trip, and Fall Prevention Training</p> <p>Follow good housekeeping practices – including closing draws, properly disposing of waste, and properly storage of materials and equipment not in use. Do not store materials over head height if possible. Use</p>