

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: Office Ergonomics-Computer Operator		Log Number:
Employee Name and Job Title:		Analyst/ Date:
Division/Bureau/Section: Administrative Services Donald Trussell		Approved By/ Date: May 2006
Personal Protective Equipment Recommended or Required:		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures
Work Station Design Working Surface	Sharp or protruding objects Uncomfortable STF Stacked items Contact with energy source(electric)	Work station finish (smooth edges). Knee and leg space Conduct daily inspection of the workstation and remove hazards. Implement safety awareness. (Don't ignore the hazards. It won't go away unless you correct it.)
Check Equipment Computer/Laptop Telephone Stapler Etc.	Musculoskeletal fatigue Musculoskeletal discomfort Visual fatigue and discomfort Cumulative Trauma Disorders(CTD's)and early symptoms Repetitive Motion injuries	Provide proper, adequate, and adjustable equipment. Employees should be allowed choices of equipment that meet their needs.
Posture of seated VDT operator	Repetitive motion Forceful exertion. Localize contact stressor/stress	Stretching exercise several times per day. Periodic breaks and resting of eyes. Avoid sitting in on position for several hours of performing the same task without interruption. Train employees to use better body mechanics.
Environment Control of the workstation	Inadequate lighting Fluctuation temperature Excessive noise Improper lifting	Correct potential hazards through ergonomic or administrative controls. Discuss concerns with you supervisor.
Training and education	Suspected and/or known health effects	Medical Management-the effective use of available health care to prevent work related injuries. Provide ergonomic audit of workstation. Develop employee capabilities (judgement, skills, work methods, motivation). Early recognition and effective course correction. Show hot to apply ergonomics off the job.

*Codes for Potential Hazards:

Struck By (SB)	Caught On (CO)	Fall To Below (FB)
Struck Against (SA)	Caught In (CI)	Overexertion
Contacted By (CB)	Caught Between (CBT)	Exposure (E)
Contact With (CW)	Fall - Same Level (FS)	