

Jobs Hazard Analysis Glacier County

JOBS HAZARD ANALYSIS(JHA)	1. Work Project/Activity General Office Work	2. Location Glacier County Health Department	3. Unit
(Instructions on Reverse)	4. Name of Analyst	5. Job Title Office Staff/IT Staff	6. Date Prepared 7/14/2011
7. Tasks/Procedures	8. Hazards	9. Abatement Actions Engineering Controls * Substitutions * Administrative Controls * PPE	
Sitting at computer	Back pain/strain	<p>Use ergonomically designed tools, equipment, and furniture. Educate employees about the risk factors associated with musculoskeletal disorders. Chair Seat Back: Make sure seat back supports inner curve of back. Seat Pan: Height so thighs are parallel to floor feet flat on floor. Seat Stand: Tilt to a comfortable level. Get up and stretch every half hour. See exercises from Occupational Health and Safety below.</p>	
Sitting at computer	Carpal Tunnel Syndrome	<p>Arm Rests: Elbows at rest at 90 degree angle. Keyboard Height: So forearms and wrists are in a straight line while typing. Mouse: Wrist straight, use whole arm movements, do not twist you shoulder.</p>	
Sitting at computer	Eye strain	<p>Place monitor directly in front of you 18" to 24" top of screen even with forehead. Monitor Glare Reduction: 90 degree angle, perpendicular to any window or in between and parallel to any light sources.</p>	

Changing toner or developer cartridges on fax machines, copiers, or printers.	Chemical irritation to skin or eyes	<p>Read material safety data sheets provided with equipment.</p> <p>Wash hands after touching these materials.</p> <p>Do not rub eyes.</p> <p>Wear gloves if there is a chance of getting substance on your skin.</p>
Lifting and Carrying items	Muscle strain/injury Slips, Trips, Falls	<p>Use proper ergonomics when lifting heavy objects; get assistance or use mechanical device (dolly/cart).</p> <p>Slow down, watch out for spills, and clean up spills immediately.</p> <p>No tripping hazards are evident, floors are even, and wires/cords are not stretched across floors.</p> <p>Ensure there is adequate lighting ó suitable for the work to be done.</p> <p>Maintain clear passage; watch for obstacles in path; secure loose items.</p> <p>Use activity appropriate equipment for standing on (ladder, step stool); do not run up stairs; do not overload yourself.</p> <p>Use elevator (if available) rather than stairs when carrying something that takes both hands.</p>
Phone work (making/receiving)	Neck strain	<p>Use appropriate attachment, which allows the receiver to rest on the shoulder during extended calls.</p> <p>Headphones may be an appropriate replacement of regular receiver in heavy call departments.</p>
Opening file cabinet/furniture drawers	Open drawers, sharp edges or corners; file cabinet topples over; bumps, bruises, scrapes.	<p>ONLY OPEN AND CLOSE ONE FILE CABINET DRAWER AT A TIME!</p> <p>Maintain adequate area to open drawer; close drawer completely as soon as finished.</p> <p>Place cabinets/furniture to allow for adequate traffic flow.</p>
Paperwork	Paper Cuts	<p>Be careful handling edges of papers; if cut, immediately clean wound and apply a bandage.</p> <p>Keep well-stocked first aid kit within easy access.</p> <p>Ensure employee vaccination record is up-to-date.</p>

		Ensure scissors are used and stored correctly.
Driving county vehicle	Motor Vehicle Accident (MVA)	<p>Employee must have valid MT driving license. Wear seat belt, use is mandatory. No cell phone use or texting while driving. Stay alert Ensure the vehicle to be used is in safe working order. Inspect the vehicle prior to use to include but not limited to: tires, lights, motor oil level, brakes and windshield wiper condition. Always plan the trip fully prior to leaving or returning. Drive with the vehicle doors locked. Keep plenty of gasoline in the vehicle's tank. Operate the vehicle in the safest manner road conditions will allow. Observe all traffic laws. Participate in defensive driving. Follow Glacier County drug and alcohol work free policy.</p>
Shredding files, forms, and old records.	Muscle strain, crushed fingers, paper dust	Use proper lifting techniques using large leg muscles to move boxes of paper. Use dollies for ease of moving boxes of paper and reduce back strain from carrying oversized load. Unplug the shredder before attempting to clean and clear the excess paper build up from the blades.
Using electrical equipment	Electrical shock, Fires,	<p>Ensure machines and equipment are grounded, extension cords are the 3-wire type and not longer than 10 feet. Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Have no wires running under carpets. Have management's approval for coffee pots and</p>

		electric heaters
General Worker Safety and Reporting	Potential life threatening situations ó fire, explosion, chemical release etc.	Know where fire or emergency pull stations are located in the building. Know the emergency evacuation routes for the building and the rally point once outside.
General Worker Safety and Reporting	Potential injury due to the presents of work place hazards such as broken handrail, broken chair, torn carpet presenting a trip hazard.	Perform periodic work place assessments for potential hazards. Know your building supervisor and report hazards to them for correction. Know procedures for reporting work related injuries.
Office work (after hours, evenings/weekends)	Physical harm	Lock office door if working after hours or late at night.
10. Analyst Signature	11. Title Glacier County Department Head	12. Date 7/14/2011

JHA Instructions

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material.

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

- a. Research past accidents/incidents.
- b. Research the Health and Safety Code or other appropriate literature.
- c. Discuss the work project/activity with participants.
- d. Observe the work project/activity.
- e. A combination of the above.

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

- a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture.
- b. Substitution. For example, switching to high flash point, non-toxic solvents.
- c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.
- d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps).
- e. A combination of the above.

Block 10: The JHA must be reviewed and approved.

Block 11 and 12: Self-explanatory

JHA and Emergency Evacuation Procedures Acknowledgment

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable).

We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE

DATE

Exercises to Help Prevent Occupational Overuse

EYES...

Extended Focus: Every half hour look away from the computer screen and focus on an object at least 20 feet away. Look back at screen and then look away and focus again. Repeat three times.

Eye Rolls: Close your eyes and slowly roll your eyeballs clockwise all the way around. Repeat three times. Now rotate in the opposite direction.

FINGERS/HANDS...

Hand Expansions: Lift arms in front of you, keeping them close to the body. Slowly clench fists, open and spread fingers. Repeat 10-20 times. Lower arms and relax.



Finger Spreads: Rest forearms on desktop or thighs. Stretch fingers apart and as if trying to make them longer. Hold stretched for three counts then relax hand for the count of five. Repeat three times. Every 10 minutes.

Gentle Fists: After a half hour of continuous data entry, slowly stretch and extend your fingers and then close them into your palm three to five times. To develop muscles in hands and fingers, squeeze a rubber ball or gripper for 20 to 30 repetitions.

HEAD/NECK...

Head Bends: Tilt head, right ear to right shoulder, and straighten. Left ear to left shoulder. Repeat 6-10 times.

Head Rotations: With slight chin tuck, turn head to one side then to the other. Hold for the count of five at the end of each turn. Repeat five times in each direction. Every 20 minutes.



Chin Tucks: Sitting upright, looking straight ahead. Without looking down glide chin backwards to make a double chin. Hold for the count of five. Repeat five times. Every 20 minutes.

Forward & Back: Sitting upright with slight chin tuck, put hands on head with elbows forward. Bend head forward and allow the weight of the hands to add a little stretch. Take hands off head and tip head backwards as far as possible. Hold for the count of five at the end of each movement. Repeat five times in each direction. Every 20 minutes.

WRISTS...

Wrist Turns: Sitting upright with arms hanging loosely. Turn hands around one way until a gentle stretching is felt. Hold that position for the count of five. Repeat three times in each direction. Every 10 minutes.

Flexor Stretch: Hold one arm straight out in front, palm up. Hold the front of the fingers with the other hand. Keeping fingers straight bend the wrist back until a definite gentle stretch is felt in the forearm and wrist. Hold for 10 counts then relax stretch. Repeat three times. Every hour.



Extensor Stretch: Rest one elbow on desk top with the thumb of this near your nose. Resting the back of the first hand bend the first hand forward until a definite gentle stretch is felt over the back of the wrist. Hold for 10 counts then relax. Repeat three times. Every hours.

ARMS...

Forearm Turns: Hold arms vertical and straighten them. Hold the fingers slightly splayed and turn the arm gently both ways, holding for a few seconds at the extremes. Move the fingers apart at the ends of the turns.

Arm Shakes: Sitting upright, drop shoulders into a relaxed position. Let arms hang loosely. Gently shake wrist and arms for the count of five. Repeat three times. Every 10 minutes.

SHOULDERS...

Shoulder Circles: Sitting upright. Hang arms by sides. Roll shoulders in a backward direction. Repeat 10 times. Every 20 minutes.

Side Stretch with Head Turn: Sitting upright, chin tucked in, turn head a 1/4 turn to one side. Place the hand on that side on crown of head, hold seat with other hand. Bend head forward until a stretch is felt at the top of the shoulder blade. Hold for the count of five. Repeat five times each side. Every 20 minutes.



Shoulder Pulls: Put one hand on your opposite shoulder, pull shoulder forward and down, at the same time tilting your head away towards the free shoulder. 6-10 times. Repeat, using alternate sides.

Backward Stretch: Sitting upright with good lower back support, clasp hands together with arms straight above head. Keeping arms straight take them backward to stretch shoulders and upper back. Hold in stretched position for five counts. Repeat five times. Every hour.

Shoulder Bracing: Standing, clasp hands behind back. Brace shoulders back so that the shoulder blades move together. Hold at the limit of movement for five counts. Repeat five times. Every hour.

BACK...

Back Bending: Standing with feet 30cm (12") apart. Place hands on hips with fingers facing the center of back to support the lower spine. Bend backwards as far as possible. Hold in this position for 10 counts. Repeat five times.

Stand & Stretch: Stand up, raise arms above head and pull upward, hold for 10 counts. Repeat three times every two hours.

GENERAL...

Forward Lean: Rest elbows on the thighs near the knees. Let hands hang loosely. Relax shoulders. Breathe deeply in the base of the lungs. Stay relaxed in this position for 6-8 breaths. Repeat every 10 minutes.

*Published by Occupational Safety and Health. Part of the New Zealand Department of Labour.

*Exercises at Your Workstation, Krames Communications.