

# Job Hazard Analysis



University of Washington – Seattle Campus  
 Facilities Services – Campus Energy, Utilities & Operations  
 Seattle, WA 98195

Working Job Title: Supervisor/Manager – Shop 23 (Elevator)

JHA Completed by CEU&O Safety Engineer

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The Job Hazard Analysis form is designed to help supervisors assess and address health and safety hazards that have the potential to cause serious injury or illness (e.g. power tools, electrical repairs). Supervisors can use this document to train staff on safe work procedures.

The information below is a good faith effort to identify hazards encountered by the Manager – Shop 23 (Elevator).

The baseline training requirements for this position are:

- Driver Safety and Awareness Online
- Fire Extinguisher Hands On
- First aid & CPR
- Hepatitis B Vaccination (must be offered)
- Monthly shop safety meetings on PPE, shop safety standard operating procedures and SDS
- Ergonomic Online training (optional)
- Fire Extinguisher Online
- HazCom/GHS
- Bloodborne Pathogens for Non-Lab Online
- Covid-19 Safety Training: Back to the Workplace

This document will serve as the certification of hazard assessment for personal protective equipment for the above working job title position.

Job Tasks	Potential Hazard	Controls & Recommended Actions	Training and Personal Protective Equipment
Driving vehicles	<ul style="list-style-type: none"> <li>• Bodily injury</li> </ul>	<ul style="list-style-type: none"> <li>• Daily pre-trip vehicle inspection</li> <li>• Follow all traffic rules</li> <li>• Maintain current driver’s license</li> <li>• Report problems with state vehicles</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Driver Safety and Awareness</li> <li>• Monthly shop safety meetings on PPE</li> <li>• Seatbelt use policy</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Seatbelt</li> </ul>
Computer work	<ul style="list-style-type: none"> <li>• Eye strain</li> <li>• Ergonomic problems such as carpal tunnel and back problems</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate lighting</li> <li>• Request on Ergonomic evaluation from EH&amp;S</li> <li>• Review ergonomic info on EH&amp;S website</li> <li>• Take frequent breaks/stretch/move</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Ergonomic Online training (optional)</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
Cell phone usage	<ul style="list-style-type: none"> <li>• Inattention leading to bodily injury</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings</li> <li>• Don’t drive and talk unless utilizing a ‘hands-free’ device</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Driver Safety and Awareness</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>

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<p><b>Supervisors –</b> Oversee work of the elevator mechanics.</p> <p>See elevator mechanic JHA for specific tasks.</p> <p>Note: This covers potential hazards the supervisor may encounter during a site visit and/or potential hazards the employee may be exposed to, which the supervisor must be knowledgeable of.</p>	<ul style="list-style-type: none"> <li>• Airborne contaminants (such as animal dandruff, refrigerant leak)</li> <li>• Biological hazards (such as blood, needles, vials)</li> <li>• Confined spaces (such as pit)</li> <li>• Electrically energized equipment</li> <li>• Ergonomic problems such as awkward posture</li> <li>• Fall hazard</li> <li>• Hazardous chemicals (such as degreasers)</li> <li>• Hazardous energy (mechanical, pressure (liquid lines))</li> <li>• Heat stress</li> <li>• Insufficient lighting</li> <li>• Material Handling (ie, hoisting/rigging)</li> <li>• Noise</li> <li>• Pedestrian traffic</li> <li>• Regulated materials such as asbestos, lead</li> <li>• Slip/trip/fall</li> <li>• UW light (radiant energy – radio frequency)</li> <li>• Work off/use of ladders</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid energized electrical work when possible</li> <li>• Barricades/signs/spotter (if applicable)</li> <li>• Check-in with the department prior to work</li> <li>• Confined space permit (if applicable)</li> <li>• Energized electrical work permit &amp; work plan (if applicable)</li> <li>• Ensure work area is clear from spills and trip hazards</li> <li>• Fall protection work plan (if applicable)</li> <li>• If hot, drink water and take necessary rest breaks</li> <li>• Lockout procedure, LOTO locks &amp; tags</li> <li>• Location of exits</li> <li>• Location of fire extinguisher</li> <li>• Location of first aid kit</li> <li>• Refrigerant leak SOP (if applicable)</li> <li>• Safety Data Sheets (SDS) for chemical and products</li> <li>• Shop safety standard operating procedures</li> <li>• This job position does not typically perform work on regulated building materials</li> <li>• Understand and implement industry safety standards for operating power/hand tools</li> <li>• Understand and implement regulatory practices / standards for operating a hoist</li> <li>• Understand and implement safe practices for lifting tools for items exceeding 50 pounds, or is an awkward shape</li> <li>• Use temporary lighting (such as flashlights, head lamps)</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Asbestos Awareness</li> <li>• Back protection &amp; Lifting Safety Online</li> <li>• Biosafety: Working in Non-Human Primate Areas</li> <li>• Confined Space Entry /Hands On</li> <li>• Department specific training</li> <li>• Fall Protection</li> <li>• Hoisting and Rigging</li> <li>• Hearing Protection/Conservation Online</li> <li>• Ladder Safety Hands On</li> <li>• Ladder Safety Online</li> <li>• Lead Awareness Online</li> <li>• Lockout/Tagout Safety</li> <li>• Lockout/Tagout for Supervisors</li> <li>• NFPA 70E Arc Flash/Electrical Safety</li> <li>• Radio Frequency Radiation Safety Awareness</li> <li>• Refrigerant Monitoring</li> </ul> <p><b>PPE (required unless noted as needed)</b></p> <ul style="list-style-type: none"> <li>• Animal Areas: head cover, shoe covers, gloves, coveralls, face shield</li> <li>• Bump cap -as needed</li> <li>• Dust mask -as needed</li> <li>• Gloves</li> <li>• Head light / Flashlight / temporary lighting</li> <li>• Hearing protection - as needed</li> <li>• Impact glasses/goggles – as needed</li> <li>• Personal fall restraint/arrest equipment</li> <li>• Respirator</li> <li>• Substantial footwear</li> </ul>