

# Job Hazard Analysis



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

Working Job Title: HVAC Shop 69 Supervisor

JHA Completed by Anne Donegan – 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 Maintenance Mechanic 1 & 2 – Shop 69 Supervisor. If a specific job task is not listed below, contact your supervisor to determine if a specific job hazard analysis or work plan is required.

The baseline training requirements for this position are:

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

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>• Maintain current driver’s license</li> <li>• Follow all traffic rules</li> <li>• Report problems with state vehicles</li> <li>• Daily pre-trip vehicle inspection</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Driver Safety and Awareness</li> <li>• Seatbelt use policy</li> <li>• Monthly shop safety meetings on PPE</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>• Ergonomic problems: carpal tunnel and back problems</li> <li>• Eye strain</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate lighting</li> <li>• Take frequent breaks/stretch/move</li> <li>• Review ergonomic info on EH&amp;S website</li> <li>• Request on Ergonomic evaluation from EH&amp;S</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 Maintenance Mechanic 1 &amp; 2 and HVAC technicians.</p> <p>See Maintenance Mechanic 1 &amp; 2 and HVAC technicians' 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 occupant concerns, odors, mold, vapor, animal dandruff, refrigerant leak)</li> <li>• Biological hazards (such as sanitary sewer leaks, legionella)</li> <li>• Construction Activities</li> <li>• Confined spaces (such as crawl space, ceiling plenums)</li> <li>• Electrically energized equipment</li> <li>• Ergonomic problems such as lifting, repetitive motion, awkward posture</li> <li>• Fall hazard</li> <li>• Hazardous chemicals (such as chemicals in hydronic systems)</li> <li>• Hazardous energy (mechanical, heat, pressure (gas or liquid lines))</li> <li>• Heat stress - indoor</li> <li>• Insufficient lighting</li> <li>• Noise</li> <li>• Overhead equipment/hazards</li> <li>• Pedestrian traffic</li> <li>• Power/Hand tools</li> <li>• Regulated materials such as asbestos, lead, silica</li> <li>• Slip/trip/fall</li> <li>• Scaffolding</li> <li>• Vermin feces (such as bird or rodent)</li> <li>• UV light (radiant energy – radio frequency)</li> <li>• Wildfire Smoke</li> <li>• Work off/use of ladders</li> </ul>	<ul style="list-style-type: none"> <li>• Asbestos work plan (if applicable)</li> <li>• Avoid energized electrical work when possible</li> <li>• Barricades/signs/spotter (if applicable)</li> <li>• Building system shutdown</li> <li>• Check-in with the department / construction contact person 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>• Understand and implement industry safety standards for operating power/hand tools</li> <li>• If hot, drink water and take necessary rest breaks</li> <li>• Lead work plan (if applicable)</li> <li>• Lift (MEWP: scissor, boom, bucket)</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>• Pest Contractor – as needed</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>• Tool tethering and toe boards</li> <li>• Understand and implement safe practices for lifting items exceeding 50 pounds, or is an awkward shape</li> <li>• Understand and implement Hot Work Permit (ie soldering) if applicable</li> <li>• Use temporary lighting (such as flashlights, head lamps)</li> <li>• Water treatment plan</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Arc Flash and Electrical Safety Best Practices (NFPA 70E) Online</li> <li>• Asbestos &lt;1% &amp; Lead Work Practices</li> <li>• Asbestos Awareness</li> <li>• Audiometric Hearing Test</li> <li>• Back protection &amp; Lifting Safety Online</li> <li>• Biosafety: Working in Non-Human Primate Areas</li> <li>• Compressed Gas Safety Online</li> <li>• Confined Space Awareness Online</li> <li>• Confined Space Entry /Hands On</li> <li>• Department specific training</li> <li>• Electrical Safety, Basic Online</li> <li>• Fall Protection</li> <li>• Flagger &amp; Traffic Control</li> <li>• Forklift Operator Safety</li> <li>• Hexavalent Chromium Online</li> <li>• Hoisting and Rigging</li> <li>• Hearing Protection/Conservation Online</li> <li>• Instant Upright Scaffold</li> <li>• Ladder Safety Hands On</li> <li>• Ladder Safety Online</li> <li>• Lead Awareness Online</li> <li>• Lockout/Tagout Safety</li> <li>• Monthly shop safety meetings on PPE, shop safety standard operating procedures and SDS</li> <li>• MEWP training with boom, scissor &amp; aerial evaluation</li> <li>• NFPA 70E Arc Flash/Electrical Safety</li> <li>• Outdoor Heat Exposure &amp; Heat Illness Online</li> <li>• Radio Frequency Radiation Safety Awareness</li> <li>• Refrigerant Monitoring</li> <li>• Respirator training &amp; Fit Test</li> <li>• Scaffold Safety</li> <li>• Supv LOTO Field Evaluation</li> <li>• Wildfire Smoke Online</li> </ul> <p><b>PPE (as 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>• Construction – hard hat, impact glasses/goggles, safety vest, gloves, substantial footwear</li> <li>• Dust mask -as needed</li> <li>• Electrically rated tools</li> <li>• Gloves -as needed</li> <li>• Hard hat-as needed</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>• Steel toe footwear</li> <li>• Substantial footwear</li> <li>• Any other PPE as specified by the department / construction site / lab entry sign</li> </ul>