

Job Hazard Analysis



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

Working Job Title: Shop 31 – Communications Coordinator

JHA Completed by CEUO 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 a Communications Coordinator. 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:

- Asbestos General Awareness Online
- Haz/Com Training 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"> • Bodily injury 	<ul style="list-style-type: none"> • Daily pre-trip vehicle inspection • Follow all traffic rules • Maintain current driver's license • Report problems with state vehicles 	<p>Task Specific Training</p> <ul style="list-style-type: none"> • Driver Safety and Awareness • Seatbelt use policy <p>PPE</p> <ul style="list-style-type: none"> • Seatbelt
Computer Work	<ul style="list-style-type: none"> • Eye strain • Ergonomic problems such as carpal tunnel and back problems 	<ul style="list-style-type: none"> • Adequate lighting • Request on Ergonomic evaluation from EH&S • Review ergonomic info on EH&S website • Take frequent breaks/stretch/move 	<p>Task Specific Training</p> <ul style="list-style-type: none"> • Ergonomic Online training (optional) <p>PPE</p> <ul style="list-style-type: none"> • None
General use of hand and power tools such as screwdrivers, wrenches, hammers, drills, reciprocating saw	<ul style="list-style-type: none"> • Bodily injury 	<ul style="list-style-type: none"> • Follow industry safety standards for operating power/hand tools • Safety Data Sheets (SDS) for chemical and products 	<p>Task Specific Training</p> <ul style="list-style-type: none"> • None <p>PPE</p> <ul style="list-style-type: none"> • Gloves (as needed) • Hearing protection (as needed) • Impact glasses (as needed) • Substantial footwear
Cell phone usage	<ul style="list-style-type: none"> • Inattention leading to bodily injury 	<ul style="list-style-type: none"> • Be aware of your surroundings • Don't drive and talk unless utilizing a 'hands-free' device 	<p>Task Specific Training</p> <ul style="list-style-type: none"> • Driver Safety and Awareness <p>PPE</p> <ul style="list-style-type: none"> • None