

# Job Hazard Analysis



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

Working Job Title: Shop 31 – Shutdown and Utility Locates Manager

JHA Completed by Shop 31 – Department Manager

Date: October 2022

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 Shutdown and Utility Locates Manager. 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 Awareness Online
- 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
- Covid-19 Safety Training: Back to the Workplace
- Ergonomic Online training (optional)
- Fire Extinguisher Online
- HazCom Training Online
- Bloodborne Pathogens for Non-Lab Online

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>	<b>Task Specific Training</b> <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> <b>PPE</b> <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>	<b>Task Specific Training</b> <ul style="list-style-type: none"> <li>Ergonomic Online training (optional)</li> </ul> <b>PPE</b> <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>	<b>Task Specific Training</b> <ul style="list-style-type: none"> <li>Driver Safety and Awareness</li> </ul> <b>PPE</b> <ul style="list-style-type: none"> <li>None</li> </ul>

Job Tasks	Potential Hazard	Controls & Recommended Actions	Training and Personal Protective Equipment
Ensure the site locate marks are applied and other utilities are identified on construction sites.	<ul style="list-style-type: none"> <li>Airborne contaminants (such as odors, mold, vapor, fume, wildfire smoke)</li> <li>Construction Activities</li> <li>Insufficient lighting</li> <li>Noise</li> <li>Outdoor heat exposure</li> <li>Slip/trip/fall</li> <li>Vehicle traffic</li> <li>Vermin feces (such as bird or rodent)</li> <li>Weather (cold)</li> <li>Wildfire Smoke</li> </ul>	<ul style="list-style-type: none"> <li>Barricades/signs/spotter (if applicable)</li> <li>Check-in with the construction contact person prior to work</li> <li>Ensure work area is clear from spills and trip hazards</li> <li>If hot, drink water and take necessary rest breaks</li> <li>Location of fire extinguisher</li> <li>Location of first aid kit</li> <li>Outdoor Heat Exposure Plan</li> <li>This job position does not typically perform work on regulated building materials</li> <li>Use temporary lighting (such as flashlights, head lamps)</li> <li>UWF COVID-Prevention Plan</li> <li>Wildfire Smoke Response Plan</li> </ul>	<b>Task Specific Training</b> <ul style="list-style-type: none"> <li>Hearing Protection/Conservation Online</li> <li>Outdoor Heat Exposure Online</li> <li>Wildfire Smoke training Online</li> </ul> <b>PPE (as required unless noted as needed)</b> <ul style="list-style-type: none"> <li>Construction – hard hat, impact glasses/goggles, safety vest, gloves, substantial footwear</li> <li>Dust mask -as needed</li> <li>Head light / Flashlight / temporary lighting</li> <li>Hearing protection - as needed</li> <li>Safety toe footwear – as needed</li> <li>Any other PPE as specified by the construction site specific work plan</li> </ul>

Job Tasks	Potential Hazard	Controls & Recommended Actions	Training and Personal Protective Equipment
<p>Ensure the site locate marks are applied and other utilities are identified on campus.</p>	<ul style="list-style-type: none"> <li>• Airborne contaminants (such as odors, mold, vapor, fume, wildfire smoke)</li> <li>• Biological hazards (such as blood, needles, vials)</li> <li>• Insufficient lighting</li> <li>• Noise</li> <li>• Outdoor heat exposure</li> <li>• Slip/trip/fall</li> <li>• Vehicle traffic</li> <li>• Vermin feces (such as bird or rodent)</li> <li>• Wildfire Smoke</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in with the department prior to work</li> <li>• Ensure work area is clear from spills and trip hazards</li> <li>• If hot, drink water and take necessary rest breaks</li> <li>• Location of fire extinguisher</li> <li>• Location of first aid kit</li> <li>• Outdoor Heat Exposure Plan</li> <li>• Pest Contractor – as needed</li> <li>• This job position does not typically perform work on regulated building materials</li> <li>• Use temporary lighting (such as flashlights, head lamps)</li> <li>• UWF COVID-Prevention Plan</li> <li>• Wildfire Smoke Response Plan</li> </ul>	<p><b>Task Specific Training</b></p> <ul style="list-style-type: none"> <li>• Hearing Protection/Conservation Online</li> <li>• Outdoor Heat Exposure Online</li> <li>• Wildfire Smoke training Online</li> </ul> <p><b>PPE (as required unless noted as needed)</b></p> <ul style="list-style-type: none"> <li>• Dust mask -as needed</li> <li>• Hard hat – as needed</li> <li>• Head light / Flashlight / temporary lighting – as needed</li> <li>• Hearing protection - as needed</li> <li>• Impact glasses/goggles – as needed</li> <li>• Safety vest</li> <li>• Substantial footwear</li> </ul>