

Job Hazard Analysis Worksheet

Job: *Wiping Furniture during Dorm Cleaning*

Analysis by:

Custodial Best Practices Committee

Reviewed by:

Approved by:

Date:

4/17/19

Date:

Date:

Sequence of Tasks

Potential Accidents or Hazards

Preventative Measures

1. Gathering Supplies & Mixing Chemicals

1. Slips, Trips & Falls

1. Splash Back

1. Strain Injuries

1. Wear correct PPE (Non-slip shoes, gloves, eye protection)

1. Use auto-dispenser for mixing chemicals

1. Prevent overfilling bucket (no more than half-full)

2. Moving Furniture

2. Traps in furniture (drawers can slide open; items in drawers can be hazard)

2. Strain Injuries

2. Vacuum drawers/furniture before moving; prevent drawers from opening suddenly

2. Practice safe body mechanics; use floor sliders when moving furniture

2. If concerned, ask for help

3. Wiping Furniture

3. Bucket Method – Manually ringing rags

3. Splash back hazard

3. Strain Injuries

3. Look at attachments for ringers on buckets to prevent manual ringing

3. Wear correct PPE – ring rag well

3. Prevent overfilling bucket

| <i>Sequence of Tasks</i> | <i>Potential Accidents or Hazards</i> | <i>Preventative Measures</i> |
|---------------------------------|---|--|
| | <p>3. Wiping furniture can cause shoulder injuries</p> <p>3. Hazard of getting cut on sharp edges of furniture</p> <p>3. Elbow, shoulder, neck, back pain</p> | <p>3. Recommended to wipe furniture back and forth, rather than in a circular motion</p> <p>3. If this becomes an issue, cut resistant gloves could be an option</p> <p>3. Rotate tasks / assignments / Try to line up appropriate tasks to the appropriate employee</p> |

