

## JOB HAZARD ANALYSIS FORM

**COMPLETE BEFORE BEGINNING WORK**

(1) JOB INFORMATION		
Date: 12/15/2022	Job # (If Applicable):	Task Name/Description: <b>Light repair/replace over stairs</b>
Department: <b>General Maintenance Mechanics</b>		Supervisor: <b>Damion Unale</b>
(2) JOB/TASK STEPS (Most jobs require 5-10 basic steps)		
Basic Job Step	Hazard(s) – (See Sections 3 or EHS Hazard Report)	Correct/Safe Work Practice and Hazard Controls/PPE (See Section 4 or EHS Hazard Report)
Assess area for appropriate ladder/lift	-None anticipated	<ul style="list-style-type: none"> <li>For landings, select appropriate A-frame ladder or scissor lift to safely access fixture.</li> <li>For Stairways, select Stair platform (scaffold) or stair ladder of appropriate size/design to safely access fixture.</li> <li>Ladders shall be non-conductive (IE fiberglass).</li> <li>Scaffolds and elevated work platforms must have appropriate guardrail protection to prevent falls.</li> </ul>
Inspect and set up ladder/lift. Prepare work area	-Caught between (ladder parts) -Overexertion (Muscle Strain) -Slip/fall -Electrical exposure	<ul style="list-style-type: none"> <li>Inspect ladder or scaffold according to manufacturer instructions or NAU Ladder Safety Training/Ladder Use JHA</li> <li>Use appropriate work gloves</li> <li>Work in teams when using taller ladders both for set up and to have a spotter for work area.</li> <li>Position ladder so that fixture can be accessed without excessive leaning or twisting.</li> <li>Lock/Block doors which might strike ladder or workers.</li> <li>De-energize and lock-out light fixture.</li> </ul>
Perform repair/replacement	-Falls (lower level) -Struck by (dropped objects) -Electrical exposure -Overexertion (overhead work) -Cuts (broken bulbs)	<ul style="list-style-type: none"> <li>Ascend ladder/lift/scaffold using safe ladder practices.</li> <li>Perform repair/replacement, being careful not to drop tools or components. Work in teams if possible, to help manage loose parts/tools and to prevent falls.</li> <li>Replace all covers, components, and diffusers.</li> <li>Descend ladder.</li> </ul>
Clean up workspace and remove ladder/lift/scaffold	-Overexertion (muscle strain) -Caught between (ladder parts) -Cuts (broken bulbs)	<ul style="list-style-type: none"> <li>Work in teams to lower taller ladders or disassemble stair platforms.</li> <li>Clean up debris including broken glass. Sweeping or vacuuming may be necessary.</li> </ul>
<b>Required Training:</b> -Ladder use -Lift use (If lifts are selected) -Fall protection (if stair platform/scaffold is selected) -Electrical safety awareness		<b>PPE:</b> -Work gloves



## JOB HAZARD ANALYSIS FORM—worksheets

### (3) JOB/TASK HAZARDS (COMPLETE IN LIEU OF OR ADDITION TO EHS WORKSITE HAZARD REPORT)

Items checked below relate to existing site conditions or work operations/steps.

#### Hazardous Building Materials

- ☐ Asbestos
- ☐ Lead
- ☐ PCB
- ☐ Silica

☐ Caught On/By

☐ Caught Between/In

#### Contact/Exposure

- ☒ Electrical
- ☐ Hazardous Energy
- ☐ Chemical
- ☐ Biological
- ☐ Other

#### Falls

- ☐ Same Level
- ☒ Lower Level
- ☒ Ladders
- ☐ Other

☒ Struck By/Against  
Falling Objects

#### Environmental/Physical

- ☐ Hazardous Atmospheres
- Confined Space ☐ Non-Permit ☐ Permit
- ☐ Heat
- ☐ Cold
- ☐ Pests/wildlife
- ☐ Weather
- ☐ Overexertion
- ☒ Other

Ergonomic/Overhead work/cuts

### (4) HAZARD CONTROL MEASURES (COMPLETE IN LIEU OF OR ADDITION TO EHS WORKSITE HAZARD REPORT)

#### A) Task/Hazard Elimination

- ☐ Equipment changes
- ☐ Tool changes (IE reach poles)
- ☐ Remove hazardous items
- ☐ Work Timing/scheduling
- ☐ Other

#### B) Substitution

- ☐ Use lower hazard product
- ☐ Use different form of product
- ☐ Less hazardous energy source
- ☐ Other
- Select appropriate ladder for location

#### C) Engineering/Process Controls

- ☐ Physical Barrier
- ☐ Machine Guard
- ☐ Ventilation
- ☐ Machine/Process Enclosure
- ☐ Mechanical Lifting Device
- ☐ Wet Method/Dust Control
- ☐ Chemical Use Controls
- ☐ Process Automation
- ☐ Manual Handling Aids
- ☒ Other
- LOTO or switch control to de-energize fixture

#### D) Administrative Controls

- ☒ See Section 2 for Correct/Safe work practices.
- ☒ Training
- Ladders, electrical safety awareness
- ☐ Other

#### E) Personal Protective Equipment (PPE)

- ☐ Fall protection
- ☒ Gloves
- ☐ Hard hat
- ☐ Hearing protection
- ☐ Respiratory protection
- ☐ FR Clothing
- ☐ Safety glasses
- ☐ Other

**NOTE: Confirm mitigation and protective steps with your Supervisor/Safety Representative.**

### (5) COMPLETE FOR WORK AT HEIGHTS

#### Elevation category:

- ☐ Roof
- ☐ Scaffold
- ☐ Fixed Equipment
- ☐ Theater Rigging Area
- ☐ Lift
- ☐ Tree Climbing
- ☐ Loading Dock
- ☐ Fixed Platform
- ☐ Other: \_\_\_\_\_

#### Fall protection to be used (Check all that apply)

- ☐ Full body harness
- ☐ Fixed length lanyard
- ☐ Exclusion Zones
- ☐ Monitoring personnel
- ☐ Retractable lifeline
- ☐ Anchorage straps
- ☐ Physical restraint
- ☐ Other

Has each employee inspected his or her fall protection equipment? \_\_\_\_\_

Have all employees working at heights completed Fall Protection Training? \_\_\_\_\_

Describe the fall protection system to be used: \_\_\_\_\_

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