

JOB HAZARD ANALYSIS FORM

COMPLETE BEFORE BEGINNING WORK

(1) JOB INFORMATION		
Date: 2/7/2023	Job # (If Applicable):	Task Name/Description: Work with PCB containing sealants
Department:		Supervisor:
(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)
Evaluate Work location and prepare for work.	-None Anticipated	<ul style="list-style-type: none"> Assess work area for condition of sealants, height of work, foliage/obstacles, ladder/scaffold/lift stability, weather and environmental hazards. Collect and inspect required tools and equipment. Do not use damaged or defective tools. Schedule work with building/room manager to minimize interruptions and encounters with non-workers.
Prepare and Access Work area	-Falls (same or lower level) -Pinch Points/caught between -Struck by(falling/swinging obj.) -Slip/Trip (caused by drop cloth) -Weather/temperature exposure	<ul style="list-style-type: none"> Refer to Work at Heights or Ladder Use JHA as applicable for elevated work. Wear appropriate footwear minimize/eliminate slip/trip hazards by removing tools other items and smoothing/securing drop cloths. Do not perform elevated/outdoor work during inclement weather.
Site Preparation	-Sharp object/cuts -falls (same or lower level) -Tool related hazards -Chemical exposure (skin, eye, ingestion.) -	<ul style="list-style-type: none"> Use cut resistant gloves for cutting/setup/removal activities. Install a trough beneath the window using the polyethylene sheeting to capture all solid and liquid waste from the removal activities. Install a poly seal on the interior of the window. Install a layer of 6 mil polyethylene sheeting beneath the work area and extend 10' from the building. Demarcate the area with Red Danger barrier tape.
Sealant Removal/replacement	-Tool related hazards -Cuts -Pinch point/caught between -Chemical exposure (skin, eye, ingestion.)	<ul style="list-style-type: none"> Secure moveable window/door or other components before starting work to prevent pinch. Based upon the condition of the caulk, utilize the necessary tools to begin removing the caulk. Use a HEPA vacuum in conjunction with the removal process if dust is generated. Thoroughly clean all surfaces of loose debris using a HEPA vacuum. Pour or dispense an acceptable cleaning-grade solvent onto the cloth. A plastic (solvent-resistant) squeeze bottle works best. To prevent

		<p>contamination, do not dip the cloth into the container of solvent.</p> <ul style="list-style-type: none"> • Wipe vigorously to remove contaminants. Check the cloth to see if it has picked up contaminants. Rotate the cloth to a clean area and re-wipe until no additional dirt is picked up. • Immediately wipe the cleaned area with a separate clean, dry cloth. • Allow time for the solvent to completely dry. • Collect and place the polyethylene sheeting and all waste into a waste container. • Gloves and disposable suits and similar materials resulting from cleanup activities, will be disposed of as construction debris. • Thoroughly wash hands prior to installing the new caulk. • Install new sealant.
Site and tool cleanup		<ul style="list-style-type: none"> • Refer to Ladder and Working at Heights JHA as necessary for equipment handling requirements. • Wash all non-disposable tools using detergent and dispose rags and used detergent along with other waste. Tools may be returned to normal use once cleaned thoroughly. • The caulking, rags, disposable tools, and contaminated polyethylene sheeting must be discarded as hazardous waste. Contact EHS (NAUEHS@nau.edu) for disposal.
Required Training: -Lift/ladder/fall protection training (if applicable) -Hand and Power tool training -PPE specific training		PPE: -Fall protection equipment (if applicable) -Solvent and cut resistant 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 <input type="checkbox"/> Asbestos <input type="checkbox"/> Lead <input checked="" type="checkbox"/> PCB <input type="checkbox"/> Silica <input type="checkbox"/> Caught On/By <input checked="" type="checkbox"/> Caught Between/In <u>Moveable lift/ladder/scaffold</u> <u>components, door/window</u> <u>components</u>	Contact/Exposure <input type="checkbox"/> Electrical <input type="checkbox"/> Hazardous Energy <input checked="" type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Other	Falls <input checked="" type="checkbox"/> Same Level <input checked="" type="checkbox"/> Lower Level <input checked="" type="checkbox"/> Ladders <input type="checkbox"/> Other <input type="checkbox"/> Struck By/Against	Environmental/Physical <input type="checkbox"/> Hazardous Atmospheres <input type="checkbox"/> Confined Space <input type="checkbox"/> Non-Permit <input type="checkbox"/> Permit <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Pests/wildlife <input checked="" type="checkbox"/> Weather <input checked="" type="checkbox"/> Overexertion <input type="checkbox"/> Other
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(4) HAZARD CONTROL MEASURES (COMPLETE IN LIEU OF OR ADDITION TO EHS WORKSITE HAZARD REPORT)

A) Task/Hazard Elimination	B) Substitution	C) Engineering/Process Controls	D) Administrative Controls	E) Personal Protective Equipment (PPE)
<input type="checkbox"/> Equipment changes <input type="checkbox"/> Tool changes (IE reach poles) <input type="checkbox"/> Remove hazardous items <input type="checkbox"/> Work Timing/scheduling <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Use lower hazard product <u>minimally aggressive solvent</u> <input type="checkbox"/> Use different form of product <input type="checkbox"/> Less hazardous energy source <input type="checkbox"/> Other	<input type="checkbox"/> Physical Barrier <input type="checkbox"/> Machine Guard <input type="checkbox"/> Ventilation <input type="checkbox"/> Machine/Process Enclosure <input type="checkbox"/> Mechanical Lifting Device <input checked="" type="checkbox"/> Wet Method/Dust Control <input type="checkbox"/> Chemical Use Controls <input type="checkbox"/> Process Automation <input type="checkbox"/> Manual Handling Aids <input checked="" type="checkbox"/> Other <u>secure moveable</u> <u>door/window</u>	<input checked="" type="checkbox"/> See Section 2 for Correct/Safe work practices. <input checked="" type="checkbox"/> Training <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Fall protection <input checked="" type="checkbox"/> Gloves <input type="checkbox"/> Hard hat <input type="checkbox"/> Hearing protection <input type="checkbox"/> Respiratory protection <input type="checkbox"/> FR Clothing <input type="checkbox"/> Safety glasses <input type="checkbox"/> Other

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

(5) COMPLETE FOR WORK AT HEIGHTS

Elevation category:

- | | | |
|---|---|--|
| <input type="checkbox"/> Roof | <input type="checkbox"/> Scaffold | <input type="checkbox"/> Fixed Equipment |
| <input type="checkbox"/> Theater Rigging Area | <input type="checkbox"/> Lift | <input type="checkbox"/> Tree Climbing |
| <input type="checkbox"/> Loading Dock | <input type="checkbox"/> Fixed Platform | <input type="checkbox"/> Other: _____ |

Fall protection to be used (Check all that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Full body harness | <input type="checkbox"/> Fixed length lanyard | <input type="checkbox"/> Exclusion Zones | <input type="checkbox"/> Monitoring personnel |
| <input type="checkbox"/> Retractable lifeline | <input type="checkbox"/> Anchorage straps | <input type="checkbox"/> Physical restraint | <input type="checkbox"/> 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: _____

SEND A COPY OF YOUR COMPLETED JHA TO NAU EHS FOR INCLUSION IN THE NAU JHA LIBRARY