JOB HAZARD ANALYSIS FORM

**COMPLETE BEFORE BEGINNING WORK**

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| **(1) JOB INFORMATION** | | | | |
| Date: 8/17/2023 | Job # (If Applicable): | Task Name/Description: Backpack Vacuum | | |
| 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)** |
| Preform preoperational check | * None anticipated | | | * Inspect backpack vacuum per manufacturers guide before use and do not use if damaged. At a minimum the following items should be checked.   + Straps   + Hose/wand   + Unit serviceability   + Plug/cord condition.   + All handles and ergonomic aids in place   + Clips/clamps/closures present and functioning properly.   + Vacuum bag seal in place and properly seated. |
| Don the vacuum | * Ergonomic hazard | | | * Back into the vacuum and put your shoulders in the straps, tighten properly, and lift the unit out of its holding area if equipped. Ask for assistance donning/doffing backpack if necessary |
| Perform vacuum activities | * Ergonomic hazard * Noise hazard * Respiratory hazard * Trip hazard | | | * Walk back to the plug and pull out of the wall gently to ensure the ground plug stays in place. * Watch step for trip hazards such as stairs, cord, and uneven walking surfaces. * Wear hearing protection if deemed necessary. To determine if hearing protection is required, contact EHS to schedule a noise level test. * If toxic environment or fumes are created use engineering controls first, then respirators. Contact EHS or guidance. * Route cord to prevent trip hazard for operator or others wherever possible. Practice situational awareness and watch for cord in path of travel. |
| Clean up | * Shock hazard * Trip Hazard * Ergonomic hazard | | | * Remove cord from outlet by grasping plug. Do not pull or flip cord to unplug equipment. * Coil cord and either carry or hang on vacuum when changing locations. Do not drag cord. * Walk the backpack vacuum into its holding unit against the wall, remove your arms from under the straps and walk forward until the unit is firmly held to avoid dropping the vacuum. * Alternately, Shrug out of shoulder straps and lower vacuum carefully, or ask for assistance removing vacuum to avoid injury. |
| **Required Training: - Equipment specific training (provided by the department)**   * **Safe lifting/ergonomics training** * **Respiratory protection training** | | | **PPE: -Respirator if deemed necessary** | |