

## POSITION HAZARD ANALYSIS

|                                     |                              |                |       |
|-------------------------------------|------------------------------|----------------|-------|
| JOB SERIES: 0019                    | JOB TITLE: Safety Technician |                |       |
| EMPLOYEE NAME (Please Print):       |                              | OFFICE SYMBOL: |       |
| EMPLOYEE SIGNATURE:                 |                              |                | DATE: |
| ANALYZED BY (Immediate Supervisor): |                              |                | DATE: |
| REVIEWED BY (Safety Office):        |                              |                | DATE: |

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Is employee in the Medical Surveillance Program?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is employee required to wear personal protective equipment (i.e., safety boots or glasses, respirators, hearing protection, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does employee require safety training (i.e., HTRW, confined space, HAZCOM, respirator, electrical, hearing)?                       | <input type="checkbox"/> | <input type="checkbox"/> |

| ACTIVITY                             | LOCATION                         | HAZARD  | CONTROLS   |
|--------------------------------------|----------------------------------|---|--|
| Office work                          |                                  | Eye strain  | Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens.  |
|                                      |                                  | Wrist strain  | Ensure computer keyboards are adjusted so that the elbows are at a 90-degree angle and arms and hands are parallel to the floor. Use wrist rests or other support so that wrists are maintained in a neutral position.                             |
|                                      |                                  | Neck/shoulder fatigue   | Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. Document or copy holders should be at the same height and distance and the screen. |
|                                      |                                  | Slips/trips/falls   | Use good housekeeping practices. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended.   |
|                                      |                                  | Lifting   | Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.  |
|                                      |                                  | Electrical shock  | Do not reconfigure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets.   |
|                                      |                                  | Office machinery  | Do not wear loose clothing or jewelry. Be cautious when making mylar copies (hot).   |
|                                      |                                  | Walking   | Be alert of walking surface, wear flat shoes.  |
|                                      |                                  | Falling off of furniture  | Use step stool. Do not use furniture as a ladder.  |
|                                      |                                  | Cutting tools   | Cut in the direction away from hands and body.   |
|                                      | File cabinets/shelves            | To avoid tipping, fill the bottom file/shelve first. Do not open more than one drawer at a time. Place heavy objects in the bottom drawers/shelves. |  |
| Field inspections and investigations | Field and construction locations | Compressive foot injuries   | Wear appropriate safety shoes/boots that meet ANSI Z 41.   |
|                                      |                                  | Ankle injuries  | Wear proper field boots with ankle height of at least 4 inches.  |
|                                      |                                  | Head injuries   | Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas.   |

| ACTIVITY | LOCATION | HAZARD                                | CONTROLS   |
|----------|----------|---------------------------------------|--|
|          |          | Eye injuries                          | Wear appropriate eye protection as necessary.  |
|          |          | Hand injuries                         | Wear appropriate gloves as necessary.  |
|          |          | Exposure to hazardous wastes          | Wear appropriate level of protective clothing and equipment. Be knowledgeable of procedures to follow when on hazardous waste sites. Maintain certification in accordance with 29 CFR 1910.120.  |
|          |          | Lifting                               | Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.  |
|          |          | Electrical shock                      | Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage. Ensure equipment is locked/tagged out before any work is begun.   |
|          |          | Noise                                 | Wear proper hearing protection devices.  |
|          |          | Slips/trips/falls                     | Use good housekeeping practices. Be observant of walking/working surfaces.   |
|          |          | Loss of extremities                   | Wear clothing that will not get caught in machinery. Do not wear jewelry.  |
|          |          | Working over water                    | Wear lifeline and harness, and life jacket.  |
|          |          | Potential fall of over 6 feet         | Use positive fall protection.  |
|          |          | Working in confined spaces            | Know signs and symptoms of oxygen deficient and poisonous/explosive gases. Have available and use, when necessary, respirator gas mask and/or portable air supply. Know and understand rescue and evacuation procedures.   |
|          |          | Cutting/grinding/chipping, sawing     | Wear appropriate protective clothing (headgear, goggles, hearing protection, gloves, boots, and leg guards). Ensure equipment is properly guarded. Use correct cutting techniques. Ensure all airline joints are correct and are properly secured.                                 |
|          |          | Working around suspended loads        | Do not enter an area within the radius of swing when there is a suspended load. Obey posted warning signs. Be alert for and obey verbal instructions from the designated signal person. Ensure that proper equipment and procedures are being used by persons conducting the lift. |
|          |          | Falling on slippery or rugged terrain | Wear proper field boots and be observant of terrain. Use safety lines when necessary.  |
|          |          | Snake bites                           | Wear proper field boots or snake chaps. Do not harass/kill snakes.   |
|          |          | Animal bites                          | Wear proper clothing. Do not approach animals. Use caution and composure when encountering animals.  |
|          |          | Insect bites and stings               | Knowledge and avoidance of such insects. Caution and knowledge of any allergies to such bites or stings. Do not wear perfume or cologne. Know where to obtain first aid.   |
|          |          | Poisonous plants                      | Knowledge and avoidance of such plants. Wash after contact.  |
|          |          | Trenches/excavations                  | Stay out of unsupported trenches. All trenches/excavation shall be evaluated and shored accordingly. Be familiar with egress points and evacuation plan.   |
|          |          | Fumes and dust                        | Ensure proper ventilation and wear respirator if necessary.  |
|          |          | Welding burns/flash                   | Avoid welding operations. When exposure is unavoidable, wear proper clothing, gloves, and safety goggles.  |

| ACTIVITY | LOCATION                            | HAZARD                        | CONTROLS  |
|----------|-------------------------------------|-------------------------------|---|
|          |                                     | Hazardous/flammable chemicals | Obey manufacturer's handling, storage, and use recommendations. Read Material Safety Data Sheet for specific hazards before use.  |
|          |                                     | Moving equipment              | Keep alert and out of the way of heavy equipment.   |
|          |                                     | Exposure to the elements      | Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.  |
|          | Marine and floating plant locations | Drowning                      | Wear life vest, know where life saving equipment is located.  |
|          |                                     | Slips/trips/falls             | Wear proper footwear. Maintain good housekeeping. Remove grease and oil from working surfaces. Stumbling hazards will be painted yellow and slippery deck areas will be coated with an anti-skid surface. |
|          |                                     | Exposure to the elements      | Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.  |
| Travel   | City, Highway and Secondary roads   | Motor vehicle accidents       | Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Complete defensive driver training once every 4 years.                                   |
|          |                                     | Uneven surfaces               | Reduce speed appropriately.   |
|          |                                     | Deer and other wildlife       | Stay alert, use caution, and drive defensively.   |
|          |                                     | Dust                          | Drive with windows closed.  |
|          |                                     | Reduced visibility            | Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.  |
|          |                                     | Slick, snowy, or icy roads    | Use studded or chained tires, reduce speed, and increase following distances.   |
|          | Commercial travel                   | Airlines                      | Obey safety rules on common carrier transportation.   |