UCDAVIS
UNIVERSITY OF CALIFORNIA

Job Safety Analysis (Part I)

Instructions: 1. Select assessment category.
2. List tasks/activities: Develop a list of activities, tasks, equipment/tools (group similar tasks/activities).
3. Identify and list potential hazards: for each task, activity or equipment/tools, list and describe the potential hazards.
4. Identify and list controls: for each task, activity, equipment/tools, document controls (i.e. training, equipment, written procedures, PPE…).
5. ***If PPE is required, complete Part II- PPE Hazard Assessment and Certification.***
6. Train affected employees on the final assessment and document the training.

Repeat assessment when new hazards are identified or introduced into the workplace or at least every three (3) years.
Laboratory workers must use the online Laboratory Hazard Assessment Tool (LHAT) for PPE hazard assessment.

I am reviewing (check the appropriate box)	☐ A worksite	Specify location:
	☐ A single employee's job description	Name of employee:
		Position title:
	☐ A job description for a class of employees	Position titles:Personnel working within a laboratory
		Location:Storer Hall
	Hazard Evaluator	Signature/Date:

TASK/ACTIVITY	POTENTIAL HAZARD	CONTROL	PPE Required? Y/N
General office work	Backstrain, eyestrain, repetitive motion injury.	Ensure that workstations are ergonomically correct.	N
	Physical injuries due to slips, trips and falls, and falling objects.	Keep floors clear of debris and liquid spills. Do not stand on chairs of any kind; instead use proper footstools or ladders. Do not store heavy objects overhead. Do not top load filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.	N
	Electrical hazards.	Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched under doors.	N
	Appliance and equipment hazards.	Receive appropriate operational training of the specific appliances and equipment.	N
	Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.	N
Laboratory research procedures using chemicals.	Exposure to chemicals via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in	Y

		some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and drinking. All personnel to receive on the job and appropriate classroom training.	
Laboratory research involving radiological agents.	Exposure to radiological agents via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and drinking. Participation in radiological monitoring program including dosimetry. All personnel to receive on the job and appropriate classroom training.	Y
Laboratory research involving biological agents.	Exposure to biological agents via inhalation, contact, ingestion or injection.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and drinking. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to attend EH&S Bloodborne Pathogen Program training during the first 6 months of employment. Participation in Facilities- specific medical clearances as required.	Y
Handling and moving heavy items and equipment.	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.	Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to	

		protect against crushing or pinching injuries.	
Operation of Motor vehicles	Motor vehicle accidents involving personal injury, or property damage	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles.	

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Training Record

Designated Trainer: (signature is required)

I have read and acknowledge the contents, requirements, and responsibilities outlined in this document:

Name	Signature	Date