



## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> All	<b>Campus:</b> All
<b>Task:</b> Perform Office Work	
<b>Job Title(s) Performing Task:</b> Administrative Assistant, Analyst, Coordinator, Representative, Specialist, Faculty Member, Other Administrative or Staff Employee, Manager or Supervisor	

*Reviewed by Ginny Rizzo, Safety & Risk Specialist, July 20, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Operate a computer/use a keyboard to type or enter data.	Ergonomics (other strain (musculoskeletal injuries) due to awkward positions, improper equipment, improper equipment set-up, improper posture)	Utilize an ergonomic task chair that has certain adjustable features.
		Utilize a keyboard tray.
		Set up equipment properly.
		Take rest breaks and do stretching exercises.
		See the "Ergonomics for the Office" link on the Safety and Risk Management web page for specific guidance on setting up equipment, correct posture, exercises, etc.
2. Open and close filing cabinets and furniture drawers.	Impact (from tripping over open cabinets or furniture drawers and falling or from filing cabinet tipping over and falling on you)	Maintain adequate area to open drawer.
		Only open one filing cabinet or furniture drawer at a time.
	Ergonomics (back strain or other strain)	Close the drawer completely as soon as you are finished.
		Do stretching and warm-up exercises before starting work.
Cuts (from sharp edges)	Use a slow, steady pull to open the drawer; don't jerk it open.	
		Use handle to open and close the drawer.

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3. Lift and carry items. See also JHA "Lift/ Carry/Move Furniture, Boxes, etc."	Ergonomics (back strain or other strain)	Lifting/Back Safety training. See also 5-Minute Safety Talk No. 1 – Saving Your Back.
		Do stretching and warm-up exercises before starting work.
		Use proper lifting techniques. E.g., bend at the knees and lift with your legs, not your back.
	Impact (from dropped items hitting foot)	Maintain a firm grip.
		Get help with heavy items.
		Use a dolly, hand truck or cart.
Impact (from slipping, tripping and falling)	Use elevator rather than stairs when carrying something that takes both hands.	
	Slow down, watch for spills and clean up puddles.	
	Maintain a clear passage and watch for obstacles in path.	
4. Handle papers.	Cuts	Be careful handling edges of papers; don't move your hand along edges.
5. Use cleaning products or office chemicals.	Chemical exposure	Read product label for handling and disposal instructions.
		Wear <b>vinyl/nitrile gloves</b> and <b>splash goggles</b> as needed.
		Use "green" products.

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6. Use office equipment (e.g., copier, stapler, scissors, paper cutter, hole-puncher, etc.).	Cuts	Be careful handling edges of papers; don't move your hand along edges.
		Maintain situational awareness; be careful.
	Penetration (from staple puncture)	Keep finger guard on paper cutter in place and place cutting arm down following use.
		Maintain situational awareness; be careful.

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 20, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>