

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

<b>Department:</b> Facilities	<b>Campus:</b> Lake Worth
<b>Task:</b> Operate a Manual Shear/Punch Machine	
<b>Job Title(s) Performing Task:</b> Carpenter	

*Reviewed by Rick Mincey, Carpenter II, and David Suarez, Carpenter I, July 29, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Set up punching die for material to be punched, if applicable.	Compression (pinched fingers)	Take care in installing punch die.
		Wear <b>work gloves</b> .
2. Place material to be punched or cut into machine.	Cuts (from sharp burrs on the metal edges)	De-burr edges of metal with a file prior to handling.
		Wear <b>work gloves</b> .
	Ergonomics (back or other strain)	Do stretching and warm-up exercises before starting work.
		Use proper lifting technique when placing materials in punch/shear machine.
Impact (from dropping metal onto foot)	Wear <b>work shoes with a safety toe</b> .	
3. Step on foot treadle to punch required holes or to cut material.	Ergonomics (back or other strain)	Step on treadle carefully; keep back straight.
	Compression (pinched fingers)	Keep hands clear.
4. Remove punched or cut material from machine.	Cuts (from sharp burrs on the metal edges)	De-burr edges of metal with a file prior to handling.
		Wear <b>work gloves</b> .
	Ergonomics (back or other strain)	Use proper lifting technique when removing material from punch/shear machine.
		Impact (from dropping material onto foot)

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**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 29, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>