

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

Department: Facilities	Campus: All
Task: Operate a Shop Vacuum or HEPA Vacuum	
Job Title(s) Performing Task: Carpenter, Custodian, Groundskeeper, Maintenance Mechanic, Maintenance Worker	

Reviewed by Jose Cintron, Lead Custodian, July 22, 2015

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Perform pre-operational check of equipment, e.g., condition of electric cord and plug.	None foreseen	Ensure that the plug has a grounding prong.
		Ensure that proper bag or filter is present.
		If deficiencies are noted, remove from service and repair/replace as necessary.
2. Move vacuum to work location. See also JHA "Lift/Carry/Move Furniture, Boxes, etc."	Ergonomics (back strain or other strain)	Lifting/Back Safety training
		Do stretching and warm-up exercises before starting work.
	Impact (from dropped items hitting foot)	Use proper lifting techniques. E.g., bend at the knees and lift with your legs, not your back.
		Maintain a firm grip. Use a dolly, hand truck or cart. Wear work shoe with a safety toe.
3. Insert plug into outlet and turn vacuum on.	None foreseen	N/A
4. Use vacuum.	Electric shock	Exercise caution if using extension cord. Keep away from wet areas.
	Noise	Wear ear plugs.
	Harmful dust	Wear filtering facepiece respirator (particulate mask).
	Ergonomics (back strain or other strain)	Do stretching and warm-up exercises before starting work.
		Don't over-reach.
Burns (from vacuuming of ignitable materials)	Don't vacuum flammable/explosive dusts/liquids.	

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5. When complete, turn vacuum off and remove plug from outlet.	None foreseen	N/A
6. Empty vacuum.	Harmful dust	Wear filtering facepiece respirator (particulate mask) .
	Cuts (from sharp metals, glass)	Wear work gloves .
	See Step 2.	See Step 2.
7. Return vacuum to storage.	See Step 2.	See Step 2.

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 22, 2015
Printed Name	Signature	Date