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|  | Your company name  Workplace Safety Assessment  Job Hazard Analysis (JHA) | | | | Your logo here |
| Document Control #: | Stone-JHA-024 | | | Revision Date: | mm/dd/yyyy |
| Document Title: | Job Hazard Analysis (JHA) | | | Issue #: |  |
| Department: | (name) | | | Frequency: | (Annually, monthly, weekly) |
| Personal Protective Equipment Required: | Hardhat, safety glasses, gloves, safety vest, hearing protection as required. | | | Completed by: | Name of Company Representative Here |
| Workplace Housekeeping | | | | | |
| Task Description | | Hazard | Control | | |
| Housekeeping | | Slip, trip and fall | * Keep floors clean and free of debris * Mop up spills * Keep objects off floors - put in correct storage areas * Turns lights on in work area * ALWAYS Look where you are going – do not assume there is a clear path | | |
|  | |  | * Keep walk area dry – DO NOT walk over previously mopped floor that is still wet. * Post “WET FLOOR” signs in area while mopping | | |
|  | | Cuts / punctures | * Do not put hand in trash cans – pick up plastic bags from the edges * NEVER assume there is nothing sharp in the trash | | |
|  | | Chemical exposures | * Understand what chemicals you are using and the   PPE that is required.   * Complete HAZ COM Training | | |
|  | | Ergonomic: Back Injury (strain, sprain) | * Lift properly using legs, keeping back straight * Complete back safety training | | |

Rationale or Comment:

* + Keep work areas free of trash at all times. Remove trash to dumpsters daily.
  + Watch for any hazards when exiting the building (vehicles, ice, debris).

End of Document

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