|  |  |  |
| --- | --- | --- |
|  | Your company nameWorkplace Safety AssessmentJob 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

**Disclaimer**

*This document is written as a general guideline. MIA+BSI and its Member companies have neither liability nor can they be responsible to any person or entity for any misunderstanding, misuses, or misapplication that would cause loss or damage of any kind, including loss of rights, material, or personal injury, or alleged to be caused directly or indirectly by the information contained in this document.*