## JOB HAZARD ANALYSIS

### POSITIONS

<table>
<thead>
<tr>
<th>HAZARD POTENTIAL EVALUATION</th>
<th>SAFE OPERATING GUIDELINES</th>
<th>ERGONOMICS ASSESSMENT</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Struck By</td>
<td>[ ] Weather Conditions</td>
<td>[ ] Lifting</td>
<td>L M F</td>
</tr>
<tr>
<td>[ ] Struck Against</td>
<td>[ ] Hazardous Substance</td>
<td>[ ] Carrying</td>
<td>L M F</td>
</tr>
<tr>
<td>[ ] Slip/Trip/Fall</td>
<td>[ ] Electrical Hazards</td>
<td>[ ] Reaching Above Shoulder</td>
<td>L M F</td>
</tr>
<tr>
<td>[ ] Caught In/Between</td>
<td>[ ] Obstruction/Confined</td>
<td>[ ] Straight Pulling</td>
<td>L M F</td>
</tr>
<tr>
<td>[ ] Material Handling</td>
<td>[ ] Equipment Operating</td>
<td>[ ] Pulling hand over hand</td>
<td>L M F</td>
</tr>
<tr>
<td>HIRAC</td>
<td></td>
<td>[ ] Dual Grasp</td>
<td>L M F</td>
</tr>
</tbody>
</table>

### TRAINING REQUIREMENTS

#### GENERAL CAMPUS

- Cal Maritime
- EHS Pocket Guide
- Emergency Response Guide
- Department
- Authorized Driver

#### DEPARTMENT SPECIFIC

- Ergonomics RMI Prevention
- Basic First Aid/CPR/AED
- Marine Programs
- T.S. Golden Bear
- As Identified/Determined

### PERSONAL PROTECTIVE EQUIPMENT

#### Eye Protection

- When exposed to eye or face hazards from flying particles, molten metal, liquids, acids or caustic liquids, chemical gases or vapors, or potentially injurious light... When working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or will protect the affected

#### Foot Protection

- When hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns

#### Hand Protection

- When exposed to a time weighted average noise level of 85 dBA or higher over an 8 hour work shift.

#### Hearing Protection

- When exposure to: Intense heat, hot metals, other hot liquids impacts from materials that can cut, burn Hazardous chemicals Or potentially infectious materials

#### Body Protection

- Where there is a potential for injury to the head from falling objects and/or when there is a risk of impact to head

#### Head Protection

- May be required if removal of contaminants from the air does not fall below permissible exposure level.

#### Respiratory Protection

- When there is a risk of falling from a height greater than 4ft GSO 6ft CSO 6ft MSO

#### Fall Protection

- When working in confined space

#### Face Shield

- Face shield can be used over the glasses if there is a presence of a lot of flying debris.

#### OTHER

### IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM

- Ergonomic
- [ ] Low <2hrs (M) Moderate 2-5hrs (F) Frequent >5hrs per 8-hours
- Training
- [ ] Initial (A) Annual Refresher (O) Occasion/Post Incident (H) Hazard

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California State University Maritime Academy
Safety & Risk Management

Injury Illness Prevention Program

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# GENERAL CAMPUS SAFE OPERATING PROCEDURES

<table>
<thead>
<tr>
<th>WORK DUTIES</th>
<th>HAZARD POTENTIAL</th>
<th>HAZARD CONTROLS &amp; PROTECTION MEASURES</th>
</tr>
</thead>
</table>
| 1 Use of office equipment           | Electrocution, electrical shock, bruising and miscellaneous injuries | ✅ Ensure all electrical equipment is properly grounded. (i.e. three prong electrical plugs) and in proper working order before using. Strictly follow all manufactures precautions and recommendations.  
  ✅ DO NOT overload circuits by stringing multiple power strips (also known as daisy chaining). |
| 2 Using ladders or step-ladders     | Ladder collapsing; Slipping and falling from ladder    | ✅ Inspect ladder before use. Use ladder at proper height.  
  ✅ Make sure the ladder in assembled, locked and on level ground.  
  ✅ DO NOT exceed weight limit for ladder.  
  ✅ DO NOT stand on the top or top rung of ladder and make sure a co-worker is holding ladder if any higher than a step-ladder. |
| 3 Work Station                      | Muscle-skeletal disorders, eye/body strain and fatigue | ✅ Ensure workstation is ergonomically correct for the person using the workstation.  
  ✅ Ensure proper lighting so that there isn’t a glare in order to prevent eye strain.  
  ✅ Review phone placement and accessories so that operator is sitting square and limiting excessive head/neck tilt in order to prevent neck strain. |
| 4 Office Furniture                  | Falling objects                                        | ✅ Ensure all doors and drawers are fully secured. Do not overload shelves.  
  ✅ Ensure bookcases are seismically strapped/secure to wall to prevent tipping over. |
| 5 Walking in offices, buildings     | Slips, trips and falls                                  | ✅ Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards.  
  ✅ Use handrails when using stairs.  
  ✅ Note: No opened toed footwear is allowed in food operations  
  ✅ Note: No opened toed footwear is allowed on T.S. Golden Bear |
| 6 Campus Construction Activities    | Pedestrians knocking over ladders or lights or bumping into worker; pedestrians getting hit with equipment or falling tools, etc. | ✅ Always be aware of surroundings.  
  ✅ Stay away from construction zones. |
| 7 Working outside in Weather        | Heat stroke, heat exhaustion, frostbite                | ✅ Dress appropriately for the weather, keep hydrated, and take necessary breaks when needed. |
| 8 Heaving lifting and reaching       | Overexertion, strains and sprains                      | ✅ Use proper lifting techniques, limit duration of repetitive motion.  
  ✅ Always know your weight limit, lift with your legs, get help if needed.  
  ✅ Use step ladders when lifting objects above shoulder height. |
| 9 Campus                            | Personal safety and security                           | ✅ Always be aware of your surroundings.  
  ✅ Changing weather conditions can increase slip hazards throughout the campus. |
| 10 Operating university vehicles    | Motor vehicle accident, striking a pedestrian or bicyclist | ✅ Inspect vehicles before use.  
  ✅ Use seat belts. Travel at safe speed for conditions.  
  ✅ Stay alert for pedestrians, other vehicles, and objects in travel path. |
## POSITION SPECIFIC SAFE OPERATING PROCEDURES

<table>
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<th>HAZARD CONTROLS &amp; PROTECTION MEASURES</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE EHS TRAINING REQUIREMENTS</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I A O H</td>
<td>As a general rule, <strong>NO Specific PPE</strong> is required for office personnel. In the event conditions require PPE, personnel will be relocated to designated safe zones.</td>
</tr>
<tr>
<td>I A O H</td>
<td>Personnel assigned to the T.S. Golden Bear will be required to wear sturdy, closed toed shoes.</td>
</tr>
<tr>
<td>I A O H</td>
<td>Personnel assigned to food service operations will be required to wear slip resistant, closed toed shoes.</td>
</tr>
<tr>
<td>I A O H</td>
<td>Basic First Aid /CPR/AED <strong>Recommended</strong></td>
</tr>
</tbody>
</table>

### EMERGENCY RESPONSE

<table>
<thead>
<tr>
<th>1</th>
<th>First Aid Kit</th>
<th>Located in buildings</th>
<th>1</th>
<th>Is the work area/site Clean?</th>
<th>Ensure work area is clean daily and that any hazardous materials are properly disposed of daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>AED</td>
<td>Located in all main buildings</td>
<td>2</td>
<td>Is the work area/site Secure?</td>
<td>Ensure lights are turned off and building is locked upon exiting work for the day.</td>
</tr>
<tr>
<td>3</td>
<td>Emergency phone</td>
<td>Campus Police- 707-654-1111 or 911</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Evacuation</td>
<td>TBD based on Facility &amp; Emergency</td>
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</tr>
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</table>

**REMINDER:** IMMEDIATELY REPORT ALL INCIDENTS, REGARDLESS OF SEVERITY, TO YOUR SUPERVISOR AND THE DEPARTMENT OF SAFETY & RISK MANAGEMENT.