

## JOB SAFETY ANALYSIS (General Office)

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_

JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARDS	SAFE PRACTICE, APPAREL, OR EQUIPMENT
General office work.	Backstrain, eyestrain, repetitive motion injury.	Ensure that workstations are ergonomically correct. Attend Ergonomics Training class offered by EH&S.
	Physical injuries due to slips, trips and falls, and falling objects.	Keep floors clear of debris and liquid spills. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.
	Electrical hazards.	Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFIs in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors.
	Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.
SIGNATURE		DATE

Completed copies of this form should be routed to the appropriate supervisor and department Safety Coordinator, and must be maintained in department files for at least three years.