Haddonfield Public Schools

Workplace Hazard Assessment

BUILDINGS AND GROUNDS DEPARTMENT

Note: This Workplace Hazard Assessment is mandated under the OSHA Personal Protective Equipment regulation 29 CFR 1910.132 in order to identify and address specific hazards within the workplace that may require the use of PPE. Employees are required to wear the minimum level of protection specified in the charts below. PPE must be in good condition and inspected prior to each use. If you have damaged or missing PPE or a question about proper selection, bring it to the attention of your supervisor immediately for corrective action and guidance.

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Dispensing and/or mixing chemicals	Use of corrosive, flammable, and concentrated chemicals.	Wear chemical splash goggles and chemical-resistant gloves. (Nitrile or Butyl Rubber)
	Chemical burns to skin and eyes.	Inspect containers and dispensing equipment before use.
	Allergic reactions.	Follow directions for mixing and using products.
	Fire and explosion hazard (for flammables)	Use in well-ventilated area away from potential sources of ignition when using flammables.
	Inhalation hazard	
Dispensing petroleum products such as oils, gasoline, antifreeze, etc.	Splashing in the eyes or on the skin, causing chemical burns. Inhalation/absorption hazard.	Wear chemical splash goggles and chemical resistant gloves. Use adequate ventilation
Routine cleaning and wiping using non-corrosive cleaning products	Splashing of chemicals in the eyes, causing redness/burning/irritation	Wear chemical splash goggles when using products in a manner or location that could cause splashing in the eyes.
	Allergic reactions	

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Sweeping floors	Slippery floors due to overuse of dust mop treatment.	Do not overuse mop treatment, and spray mop away from traffic areas due to overspray.
Strains and sprains from moving furniture	Use caution when moving furniture.	Get help when needed. Use mechanical assistance devices.
Electrical hazards	Shock and electrocution	Don't wet floor outlets. Inspect cords on equipment prior to use. Use GFCI.
	Entanglement in cord	Continually monitor location of cord.
Lifting equipment, furniture, and supplies.	Strains and sprains to the back, neck, arms, and legs.	Use proper technique for lifting Get help when needed to lift large or heavy objects. Use hand trucks, carts or dollies when needed.
Material handling	Injuries to the back, neck, arms, and legs from lifting and twisting	Follow guidelines for lifting (above). Secure materials to be moved to prevent tipping and falling objects.
	Unstable or oversized loads	Don’t carry too much at one time. Do not obscure your vision with objects.
	Slipping and falling injuries	Plan your course of travel, checking for steps, uneven surfaces, and other slip or trip hazards before you begin the job.

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Use of ladders	Serious injuries from falling Sprains and strains from lifting, moving, reaching and stretching Electrical hazards from contact with energized wires	Inspect ladders prior to each use. Use the proper size and type of ladder. Ensure feet of ladder are on level, stable surface. Never stand on top two steps of a step ladder or three rungs of extension ladder. Never reach beyond the confines of the ladder, move the ladder rather than reach. Beware of overhead wires when moving or placing the ladder. Never use an aluminum ladder around exposed electrical wiring or overhead power lines Maintain at least a 10 foot clearance to any power lines at all times When using large ladders, request assistance to move and set-up the equipment.
Use of lawn mowers	Severe lacerations and amputations Fire/Burns from refueling with flammable liquids	Wear work shoes at all times. Keep hands and feet away from the moving blade area at all times. Inspect area to be cut for rocks, cans, bottles, holes, and other hazard before cutting. Stop the mower and disconnect the spark plug wire prior to doing any work on the equipment. Allow engine to cool before work or adding gas.

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
		Never work on the engine or attempt to remove obstructions while the mower is running.
		Store gasoline in approved, closed, containers.
	High noise levels	Use approved hearing protection
	Poison ivy	Inspect area being cut. Cover exposed skin.
	Impact injuries from debris	Wear long pants
Use of weed eaters/ Use of trimmers/ Use of blowers	Particles in the eyes	Safety glasses are required at all times.
	Lacerations	Disconnect the spark plug prior to performing any work on the equipment.
	Use of flammable liquids	
		Store gasoline in approved UL/FM containers.
		Allow engine to cool prior to adding gasoline, or doing any work on the engine.
	High noise	Use approved hearing protection
		Never work on the engine or attempt to remove obstructions while the mower is running.
		Store gasoline in approved, closed, containers.
	High noise levels	Use approved hearing protection
	Poison ivy	Inspect area being cut. Cover exposed skin.
Exposure to vehicle traffic	Impact injuries/death	When possible, use traffic cones around the designated work zone
		Wear an ANSI Class II work vest

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Use of hand or power tools	Cuts and bruises to hands	Inspect all tools for hazards prior to use.
	Eye Injuries from flying materials	Use the proper tool for the job to be performed.
	Bodily injuries	Follow all safe work practices.
	Electrical hazards	Eye protection is required when performing grinding, drilling, sawing, chipping, hammering, or any other job that could result in flying particulates or materials.
		Wear protective leather gloves when task can cause damage to hands from impacts and contacts with materials.
Shoveling snow	Back injuries from lifting	Limit the amount you're lifting when possible.
	Sprains and strains	Use ice melt to reduce slippery surfaces.
	Slips and falls	Wear Yax Trax, cleats or heavy-tread boots for safer walking
	Frostbite	Wear warm, layered clothing.
		Take periodic breaks to warm-up and rest.
Blood clean-up	Blood transmitted diseases	Only trained personnel are permitted to clean-up blood spills.
	Cuts due to sharp object such as broken glass.	Disposable protective gloves required. (non-porous)

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Changing UV filters	Inhalation of dust	Use a vacuum or power washers to control dust.
	Electrical hazards	Lock-out power at breakers and unplug unit.
	Lifting injuries	Get assistance when lifting covers or blower units.
	Pinching or crushing injuries	Beware of areas where fingers could become caught when cleaning. Use leather work gloves for better grip and contusion prevention.
Vacuuming	Back injuries from lifting	Avoid reaching and stretching. Move your feet to get closer to areas out of reach.
	Electrical hazard	Inspect cords and receptacles prior to use.
	Moving machinery	Keep hands and fingers away from beater bar.
	Entanglement	Shut machine off and unplug prior to servicing areas with moving parts.
		Keep electrical cord away from operating vacuum.
Use of auto scrubbers	Electrical hazards	Inspect all electrical components and connections prior to use. Watch for floor outlets.
	Wet, slippery floors	Wear proper slip resistant shoes when cleaning floors, and set-up "slippery floor" signs to protect work area.
	Burns from corrosive chemicals to skin and eyes exposure burns to eyes and skin	Follow manufacturer's instructions when charging batteries

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Cleaning/unclogging drains	Heavy lifting causing back injuries	Get help when lifting heavy grates and equipment
	Pinching/crushing injuries	Use caution not to allow fingers to become pinched when handling grates.
	Contact with germs	Wear protective gloves, and splash goggles if eye contact is possible.
	Inhalation hazard	Use proper ventilation (natural or mechanical).
Changing ceiling tiles	Particles in eyes	Wear safety goggles to prevent particles from entering eyes.
	Slip and fall from ladder	Inspect ladder before use (see ladder section)
	Head injuries from falling objects	Wear protective headwear if overhead exposures
	Nuisance dust inhalation	Wear disposable dust mask
Snow Thrower	Contact with moving parts/amputation	Never place hand near moving blades. Shut unit off and use broomstick or pole to remove clogs.
	Extreme cold	Wear weather-appropriate clothing and gloves.
	Slips/Falls	Wear Yak Trax, cleats or heavy-treaded boots for safe walking.

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Chain saw use	Severe lacerations/amputations	Inspect chain saw prior to use
		Make sure chain is adjusted properly, lubricated and teeth are sharp
		Always start the chain saw on the ground
		Wear all necessary PPE including safety goggles, face shield, hard hat, gloves, safety boots, ASTM-approved chaps and tight fitting clothing.
	High noise levels	Use approved hearing protection
Welding/cutting/brazing	Fire hazards	Inspect area for combustible material
		Use non-combustible spark shields when necessary
		Have an appropriate fire extinguisher readily available.
		Maintain a fire watch if necessary
	Non-ionizing radiation	Use approved eye protection with proper shade number
	Impact injuries	Use approved eye protection and face shields
	Burns	Wear protective gloves, long pants with no cuffs, long-sleeved shirts. Make sure sleeves and collars are buttoned. Ensure no excessive grease or oil is on outer clothing.

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
	High noise	Wear approved hearing protection
	Noxious or toxic fumes	Ensure ventilation requirements meet minimum standards established under OSHA 29 CFR 1910.252(c) and ANSI Z49.1 for the work space prior to any hot work
	Compressed/flammable gas	Ensure gas cylinders and valves are in good condition
		Make sure cylinder are properly secured
		Inspect hose lines for damage
		Make sure torches have approved flashback arrestor on supply lines
Grinding equipment	Eye injuries	Wear approved safety glasses/goggles
	Impact injuries/lacerations	Wear an approved face shield
		Wear long-sleeved, tight-fitting protective clothing to protect skin
		Inspect grinding wheels for damage prior to use
		Adjust tool rests to within 1/8 inch of the grinding surface

Annual Review 2017: **Date:_____** **Conducted by:_____**

Annual Review 2018: **Date:_____** **Conducted by:_____**