

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

<b>Equipment and/or Operation</b>	<b>Hazards and Body Parts Affected</b>	<b>Required Protective Measures</b>
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

Use of ladders

## Hazards and Body Parts Affected

Serious injuries from falling

Sprains and strains from lifting, moving, reaching and stretching

Electrical hazards from contact with energized wires

## Required Protective Measures

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.

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

Use of lawn mowers

Severe lacerations and amputations

Fire/Burns from refueling with flammable liquids

Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
Use of weed eaters/ Use of trimmers/ Use of blowers	High noise levels Poison ivy Impact injuries from debris  Particles in the eyes Lacerations Use of flammable liquids	<p>wire prior to doing any work on the equipment.</p> <p>Allow engine to cool before work or adding gas.</p> <p><b>Required Protective Measures</b></p> <p>Never work on the engine or attempt to remove obstructions while the mower is running.</p> <p>Store gasoline in approved, closed, containers.</p> <p>Use approved hearing protection</p> <p>Inspect area being cut. Cover exposed skin.</p> <p>Wear long pants</p> <p>Safety glasses are required at all times.</p> <p>Disconnect the spark plug prior to performing any work on the equipment.</p> <p>Store gasoline in approved UL/FM containers.</p> <p>Allow engine to cool prior to adding gasoline, or doing any work on the engine.</p> <p>Use approved hearing protection</p> <p>Never work on the engine or attempt to remove obstructions while the mower is running.</p> <p>Store gasoline in approved, closed, containers.</p> <p>Use approved hearing protection</p> <p>Inspect area being cut. Cover exposed skin.</p>
	High noise	
	High noise levels	
	Poison ivy	

Exposure to vehicle traffic	Impact injuries/death	When possible, use traffic cones around the designated work zone  Wear an ANSI Class II work vest
<b>Equipment and/or Operation</b>	<b>Hazards and Body Parts Affected</b>	<b>Required Protective Measures</b>
Use of hand or power tools	Cuts and bruises to hands  Eye Injuries from flying materials  Bodily injuries  Electrical hazards	Inspect all tools for hazards prior to use.  Use the proper tool for the job to be performed.  Follow all safe work practices.  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  Sprains and strains  Slips and falls  Frostbite	Limit the amount you're lifting when possible.  Use ice melt to reduce slippery surfaces.  Wear Yax Trax, cleats or heavy-tread boots for safer walking  Wear warm, layered clothing.  Take periodic breaks to warm-up and rest.
Blood clean-up	Blood transmitted diseases  Cuts due to sharp object such as broken glass.	Only trained personnel are permitted to clean-up blood spills.  Disposable protective gloves required. (non-

porous)

<b>Equipment and/or Operation</b>	<b>Hazards and Body Parts Affected</b>	<b>Required Protective Measures</b>
Changing UV filters	Inhalation of dust Electrical hazards Lifting injuries Pinching or crushing injuries	Use a vacuum or power washers to control dust. Lock-out power at breakers and unplug unit. Get assistance when lifting covers or blower units. 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 Electrical hazard Moving machinery Entanglement	Avoid reaching and stretching. Move your feet to get closer to areas out of reach. Inspect cords and receptacles prior to use. Keep hands and fingers away from beater bar. 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 Wet, slippery floors	Inspect all electrical components and connections prior to use. Watch for floor outlets. Wear proper slip resistant shoes when cleaning floors, and set-up "slippery floor" signs to

protect work area.

Follow manufacturer's instructions when charging batteries

**Required Protective Measures**

Get help when lifting heavy grates and equipment

Use caution not to allow fingers to become pinched when handling grates.

Wear protective gloves, and splash goggles if eye contact is possible.

Use proper ventilation (natural or mechanical).

Wear safety goggles to prevent particles from entering eyes.

Inspect ladder before use (see ladder section)

Wear protective headwear if overhead exposures

Wear disposable dust mask

Never place hand near moving blades. Shut unit off and use broomstick or pole to remove clogs.

Wear weather-appropriate clothing and gloves.

Burns from corrosive chemicals to skin and eyes  
exposure burns to eyes and skin

**Hazards and Body Parts Affected**

Heavy lifting causing back injuries

Pinching/crushing injuries

Contact with germs

Inhalation hazard

Particles in eyes

Slip and fall from ladder

Head injuries from falling objects

Nuisance dust inhalation

Contact with moving parts/amputation

Extreme cold

**Equipment and/or Operation**

Cleaning/unclogging drains

Changing ceiling tiles

Snow Thrower

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



Equipment and/or Operation	Hazards and Body Parts Affected	Required Protective Measures
	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.
	<b>Hazards and Body Parts Affected</b>	<b>Required Protective Measures</b>
	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	<p>Ensure gas cylinders and valves are in good condition</p> <p>Make sure cylinder are properly secured</p> <p>Inspect hose lines for damage</p> <p>Make sure torches have approved flashback arrestor on supply lines</p>
Grinding equipment	Eye injuries	Wear approved safety glasses/goggles
	Impact injuries/lacerations	<p>Wear an approved face shield</p> <p>Wear long-sleeved, tight-fitting protective clothing to protect skin</p> <p>Inspect grinding wheels for damage prior to use</p>

Adjust tool rests to within 1/8 inch of the grinding surface

**Annual Review 2020:**      **Date:** \_\_\_\_\_

**Conducted by:** \_\_\_\_\_

**Annual Review 2021:**      **Date:** \_\_\_\_\_

**Conducted by:** \_\_\_\_\_