



Chapter 2: [Work Planning and Control](#)  
**Job Safety Analysis Form**

Product ID: [513](#) | Revision ID: 1262 | Date Published: 17 December 2010 | Date Effective: October 17, 2011  
 URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormJSA.pdf> | [.doc](#)

**ENVIRONMENT, SAFETY & HEALTH DIVISION**

Job / Activity Name: Employees office move activities		JSA # (optional):	Start Date:	Valid Through:
Department / Group Name:	Bldg / Area Location(s):	Other Information or References:		
Scope of Work (reference attachment <input type="checkbox"/> ) Recycling, packing, moving and unpacking office materials including books, papers, and personal items				

Step Number	Step	Hazard	Control
1.	Evaluate office contents to identify items for salvage, archiving, recycling or disposal	<ol style="list-style-type: none"> <li>1. Fall while retrieving items on high shelves</li> <li>2. Bending, stooping or reaching may cause back or other strain.</li> <li>3. Cuts due to grasping items with sharp edges.</li> </ol>	<ol style="list-style-type: none"> <li>1. Safe use of a ladder. Use the buddy system so the person on the ladder is handing the materials to the person below. Take online course 293 (Ladder Safety)</li> <li>2. Ensure you are physically fit for repeated bending and stooping or reaching. Perform work in staggered fashion to minimize potential for muscle fatigue or strain. Avoid twisting motions of the trunk and spine. Complete online course 410 – Back Safety.</li> <li>3. Inspect materials and use gloves if there are the potential for cuts or scrapes.</li> </ol>
2.	Archiving, recycling disposing or packing/unpacking books or other office materials.	<ol style="list-style-type: none"> <li>1. Refer to hazards and controls in step 1</li> <li>2. Strain from lifting or moving office items, box or crates</li> <li>3. Bending and stooping to lower shelves may cause back strain</li> <li>4. Tripping hazard</li> <li>5. Strain from moving recycling bin.</li> <li>6. Eye or throat irritation from dust</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure you are physically fit to grasp and lift items</li> <li>2. Plan and perform your work so you are not moving or lifting heavy items (e.g., load a few books at a time instead of a large stack) or full boxes and place the box at a comfortable height for filling. Get help or use mechanical aids if items are heavy.</li> <li>3. Use both hands and good posture/techniques when grasping, moving and lifting objects</li> <li>4. Only load crates when they are on a dolly or on another crate that's on a dolly. Don't attempt to lift a</li> </ol>

			<p>loaded crate.</p> <ol style="list-style-type: none"> <li>5. Stage boxes where they won't be a tripping hazard. Avoid or minimize moving full boxes. Leave them on the floor or your desk for pickup by others.</li> <li>6. Don't attempt to move an overloaded bin. Grip firmly and use both hands when tilting and moving the bin. Move the bin slowly and pushing is better than pulling. Use a second person to verify you have a clear path and to open doors in front of you.</li> <li>7. Don't overfill boxes or crates or bins.</li> <li>8. Wipe or vacuum dust prior to moving items. Wear safety glasses and/or dust mask.</li> </ol>
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**Worker** I understand and will adhere to the steps, hazards, and controls in this JSA. I understand that performing steps out of sequence may pose hazards that have not been evaluated nor authorized. I will contact the person who authorized my work prior to continuing, if the scope of work changes or new hazards are introduced. I understand my stop work authority and responsibility.

Name (print)	Signature	Date

**Authorizer (administrative or functional supervisor, foreman, POC)** I have reviewed the steps, hazards and controls described in this JSA with all workers listed above and authorize them to perform the work. Workers are qualified (that is, licensed or certified, as appropriate, and in full compliance with SLAC training requirements) to perform this activity.

Name (print)	Signature	Date
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**Area or Building Manager**  Red work? (If yes, document release via WIP and tailgate meeting) otherwise  I have communicated unique area hazards, boundary conditions, and so on with the authorizer or listed worker(s) and have coordinated this job with affected occupants. Listed workers are released to perform described scope of work. List boundary conditions, notes, etc.

List boundary conditions, notes, etc: \_\_\_\_\_

Name (print)	Signature	Date
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