

# AREA HAZARD ANALYSIS WORK FORM

**Title:** Metrology and Alignment Engineering Group Office Space      **Location (Bldg & Rm)**      **Trailer 283**

## Instructions:

An Area Hazard Analysis (AHA) is a process that is used to evaluate a work area to 1) determine the hazards that may be present 2) determine appropriate controls for these hazards and 3) provide a mechanism to communicate these hazards to someone entering the area. The AHA covers the facility and equipment within the facility. It does not cover specific jobs/tasks that may be performed in the area. Job/task specific hazards and controls are covered by the JHAM process.

The AHA should be done by the area manager, in cooperation with the Building Manager. An AHA should be done once for all working areas and whenever there is a change in to the facility or regulations or the introduction of new equipment or new hazard.

Complete instructions and supporting information is available at [https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha\\_instruction.htm](https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha_instruction.htm). Enter information into boxes which will expand to accommodate whatever length of text is entered. Once this AHA is complete, the area responsible person signs.

Processes / Equipment in Area	Hazards	Recommended Controls & Actions
<b>Offices</b> <ul style="list-style-type: none"><li>▪ Computers and monitors</li><li>▪ Printers</li><li>▪ Desks and chairs</li><li>▪ Books on bookshelves</li><li>▪ File cabinets</li><li>▪ Two main exits for 6 offices in building</li></ul>	<ul style="list-style-type: none"><li>▪ Strains or back injuries from moving heavy equipment</li><li>▪ Injury from falling objects</li><li>▪ Tripping</li><li>▪ Pinching fingers in drawers</li></ul>	<ul style="list-style-type: none"><li>▪ Do not lift or move heavy objects without help and/or the aid of a hand truck or dolly</li><li>▪ Ensure all shelving is secured to the walls and do not sit under these locations</li><li>▪ Move heavy objects to lower shelves</li><li>▪ Always be aware of surroundings and never rush</li></ul>
<b>Kitchen</b> <ul style="list-style-type: none"><li>▪ Refrigerator</li><li>▪ Bottled water dispenser</li><li>▪ Coffee Maker</li><li>▪ Microwave</li></ul>	<ul style="list-style-type: none"><li>▪ Improper Chemical storage</li><li>▪ Pinching fingers in door</li><li>▪ Strains or back injuries from lifting 5 gal. jugs of water</li><li>▪ Burns from hot coffee, water.</li></ul>	<ul style="list-style-type: none"><li>▪ Label Refrigerator “Food Only”</li><li>▪ Do not lift or move heavy objects without help</li><li>▪ Use proper lifting techniques</li><li>▪ Use all devices with extreme caution by following all safety instructions</li></ul>

<b>Battery Cubicle</b> <ul style="list-style-type: none"> <li>▪ Battery Chargers</li> <li>▪ Survey Equipment</li> <li>▪ File Cabinets</li> <li>▪ Books on bookshelves</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strains or back injuries from moving heavy equipment</li> <li>▪ Injury from falling objects</li> <li>▪ Pinching fingers in drawers</li> <li>▪ Daisy chained devices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not lift or move heavy objects without help and/or the aid of a hand truck or dolly</li> <li>▪ Ensure all shelving is secured to the walls and do not sit under these locations</li> <li>▪ Move heavy objects to lower shelves</li> <li>▪ Use electrical power strip for multiple devices</li> </ul>
All buildings  Telephone cable and wire especially where exposed without insulation, such as in wire closets, backboards, or other connection or termination points, or at places where the insulation is damaged.	Ring voltage on typical telephone cables and wires can be 90 volts AC or higher and can cause electrical shock.  This electrical shock can be a startle hazard, for example causing someone to jerk away and fall off a ladder.  Ring voltage is the electrical power occurring on the phone cable or wire when a phone line is ringing, which activates the ringer bell or buzzer in the phone.	Exercise personal caution and do not touch bare telephone cables or wires. Exercise caution when working in the vicinity of telephone cable and wire and avoid direct contact with bare wires or wires whose insulation is damaged. Any necessary work to be done on phone cables and wires should be performed by qualified personnel with appropriate training. Qualified personnel should exercise caution and be aware of the possibility of electrical shock, and take mitigating actions such as wearing insulated gloves or using insulated tools, or otherwise providing protection from potential shock etc.

Completed by	Print Name	Date
Area Responsible:		
Participants:		