

Task or Employee: AEG Office Core Functions

Routine

Non-routine

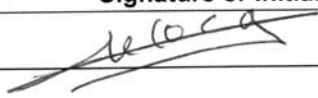

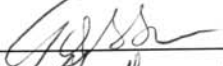
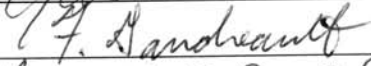
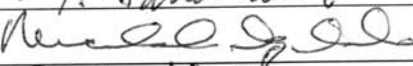
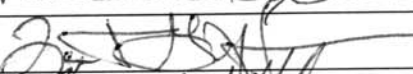

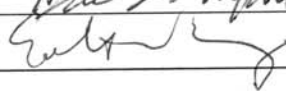
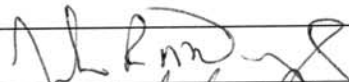
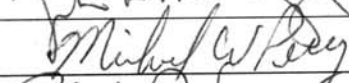
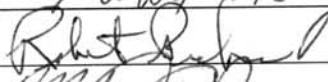

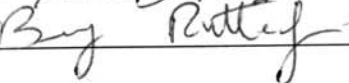
Retention: Completed Routine JHAMs are retained by the employee and supervisor. Non-routine JHAMs are retained until the task is fully closed out. In the case of an accident, the form is to be retained for use by the review team.

Complete instructions and supporting information is available at <https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/>. Enter information into boxes which will expand to accommodate whatever length of text is entered. Once this JHA is complete, all participants should sign in the Acknowledgement section. Add rows by placing cursor in the right box of the last row and entering a tab.

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<p><u>Desk and Computer Tasks:</u></p> <p>Working at a desk and at a computer entering, reading and analyzing data, answering phone calls, etc.</p>	<ul style="list-style-type: none"> ○ Eye strain ○ Back or muscle strain ○ Carpal tunnel from repetitive tasks 	<ul style="list-style-type: none"> ○ Ergonomic evaluation for more efficient and healthy work habits including taking breaks about every 15 minutes from repetitive task ○ Ergonomic evaluation for proper equipment including chair and computer monitor
<p><u>Moving Equipment:</u></p> <p>Lifting, pushing and carrying heavy or awkward objects including boxes, computers, and other equipment. Reaching for objects on high shelves</p>	<ul style="list-style-type: none"> ○ Muscle strains or sprains ○ Dropping equipment (falling objects) ○ Seismic hazard ○ Tripping 	<ul style="list-style-type: none"> ○ Lift with legs bent and avoid bending the back ○ Don't lift something too heavy, get help ○ Push rather than pull heavy objects ○ Use an aid to move heavy objects such as hand-trucks or dolly ○ Ensure grip on load is safe and secure ○ Place heavy objects on lower shelves ○ Ensure cabinets and other heavy items are seismically secure by proper constraints ○ Don't rush and keep aware of the path

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<p><u>General Walking Around SLAC:</u></p> <p>Walking over pathways, sidewalks and through parking lots and using stairs</p>	<ul style="list-style-type: none"> ○ Tripping ○ Slipping / Falling ○ Twisting ankles ○ Stepping onto or walking into sharp objects ○ Bumping head 	<ul style="list-style-type: none"> ○ Keep self-aware and pay attention to task and path at hand. Note uneven paths and take extra care in tight areas or locations with potentially sharp objects or low overhead clearance ○ Eliminate or report any trip or fall hazards
<p><u>Driving On-Site:</u></p> <p>Driving either personal or government vehicles at SLAC</p>	<ul style="list-style-type: none"> ○ Traffic accidents including hitting objects, other vehicles or people 	<ul style="list-style-type: none"> ○ Obey all traffic regulations and signs ○ Avoid distractions when driving ○ Take extra care in areas where vehicles and pedestrians share the road
<p><u>Cutting Paper, Stapling, Using Chemicals Etc.:</u></p> <p>Using office tools or chemicals such as cleaners that could cause injury if mishandled</p>	<ul style="list-style-type: none"> ○ Cuts or punctures ○ Amputation ○ Inhalation ○ Skin or eye injury due to contact 	<ul style="list-style-type: none"> ○ Follow proper procedures when using any potentially dangerous tool or chemical ○ Keep fingers away from the cutting or stapling tool ○ Lock blade down ○ Remove and/or report any defective equipment

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<p><u>Entering Shops or Other Industrial Areas On-Site:</u></p> <p>Routine entry into shops or other industrial areas at SLAC</p>	<ul style="list-style-type: none"> ○ Being hit by moving machinery or equipment ○ Exposure to radiation, electrical or laser hazards ○ Trips or falls 	<ul style="list-style-type: none"> ○ Read and obey all posted signs ○ Use extra caution in these areas and be self-aware. Avoid trip and fall hazards ○ Do not enter areas that you have not trained for such as those posted as radiation areas
<p><u>Other Hazards:</u></p> <ul style="list-style-type: none"> ▪ Overwork ▪ Emergencies such as fire, earthquake or terrorism attack ▪ Unknown or unauthorized personnel in area ▪ Resources & other considerations 	<ul style="list-style-type: none"> ○ Stress and the resulting symptoms ○ Inattention or lack of focus caused by overwork ○ Burns, bumps, cuts, damage from flying objects 	<ul style="list-style-type: none"> ○ Follow emergency procedures and listen to emergency personnel ○ Participate in fire and earthquake drills, department safety meetings, stand-downs, reviews, etc. ○ Ask for help from safety coordinator, supervisor, peers, ES&H experts ○ Question visiting personnel by offering to help them and be aware of strange or questionable activities. Report these to supervisor and/or security ○ Take training courses and know all safety guidelines including the use of PPE (Personal Protective Equipment)

Acknowledgements	Print Name	Signature or Initialed	Date
Supervisor:	Catherine LeCocq		5/14/08
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