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|  | Your company nameWorkplace Safety AssessmentJob Hazard Analysis (JHA)  | Your logo here |
| Document Control #: | Stone-JHA-024 | Revision Date: | mm/dd/yyyy |
| Document Title: | Job Hazard Analysis (JHA)  | Issue #: |  |
| Department: | (name) | Frequency: | (Annually, monthly, weekly) |
| Personal Protective Equipment Required: | Hardhat, safety glasses, gloves, safety vest, hearing protection as required.  | Completed by: | Name of Company Representative Here |
| Workplace Housekeeping |
| Task Description | Hazard | Control |
| Housekeeping  | Slip, trip and fall  | * Keep floors clean and free of debris
* Mop up spills
* Keep objects off floors - put in correct storage areas
* Turns lights on in work area
* ALWAYS Look where you are going – do not assume there is a clear path
 |
|  |   | * Keep walk area dry – DO NOT walk over previously mopped floor that is still wet.
* Post “WET FLOOR” signs in area while mopping
 |
|  | Cuts / punctures  | * Do not put hand in trash cans – pick up plastic bags from the edges
* NEVER assume there is nothing sharp in the trash
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|  | Chemical exposures  | * Understand what chemicals you are using and the

PPE that is required.* Complete HAZ COM Training
 |
|  | Ergonomic: Back Injury (strain, sprain) | * Lift properly using legs, keeping back straight
* Complete back safety training
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Rationale or Comment:

* + Keep work areas free of trash at all times. Remove trash to dumpsters daily.
	+ Watch for any hazards when exiting the building (vehicles, ice, debris).

End of Document

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