

# JOB HAZARD ANALYSIS

Location(s):	<b>Campus grounds</b>	Analysis By:	<b>Sandra Prior</b>	Date:	
Division:	<b>Facilities Management</b>	Supervisor:	<b>Dave Shepard</b>	Frequency:	<b>Weekly</b>
Category:	<b>Maintenance Grounds &amp;</b>			JHA Number:	<b>3</b>
Title of Job:	<b>Hand Tools</b>				

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT/TRAINING:**

Hat, Hearing protection, safety glasses, sunscreen

**SCOPE DESCRIPTION:**

A compilation of the day to day activities of general maintenance and grounds staff.

<b>Task #</b>	<b>Description</b>	<b>Hazard(s)</b>	<b>Control(s)</b>
1	Check condition of blade, if applicable.	Lacerations	Avoid contact with blade or teeth of a tool.
2	Using hand tool.	Lacerations, pinching or impact and other injuries	Assess surrounding environment and be aware of others. Check to see that replaceable parts such as blades are secured. Be aware of what may happen if the tool slips or is misdirected. Use caution when using a hand tool.
3	Transporting hand tool.	Injuries to self and others	Ensure that the blade is not exposed when transporting. Do not throw the tool. Assess surrounding environment and be aware of others.