



## **JOB HAZARD ANALYSIS -- ADMINISTRATIVE PERSONNEL**

The following assessment has been prepared to assist CSUDH staff in the identification of hazards that may be present in University work classifications. It is only a guide and should not be taken to imply that only the listed hazards are the only risk present in the applicable work classification. It is the responsibility of all employees, supervisors and managers to constantly evaluate each work tasks (before, during and after performance of the task) and identify any hazards that could be a danger to the worker and take steps to control, reduce and/or eliminate the risk to the University worker.

<b>Job Hazard</b>	<b>Hazard Control</b>
1. Removal and replacement of files in cabinets	1. Keep doors, overheads and file drawers closed when not in use
2. Transfers to a department with job associated hazards	2. Retrain employee on <u>new</u> job related hazards
3. Potential trip and fall hazards	3. Keep all aisles and areas around desk free of boxes: tie-wrap and all cords
4. Potential exposure to hazardous materials or hazardous waste	4. Instruct employees on Hazard Communication fundamentals
5. Range of motion injuries	5. Use proper Ergonomic procedures, evaluate work station for proper setup and equipment
6. Constant lifting, bending, and stooping	6. Body mechanics instruction (ergonomics)
7. Fire/Emergency Procedures; response to evacuation and injuries for Emergency Wardens	7. Instruction on fire extinguisher use, phone communication, regularly scheduled drills, first aid, CPR, and bloodborne pathogens
8. Automobile injuries/incidents while driving/traveling on campus business	8. Good driving practices, foreign travel awareness, vehicle inspection
9. Emergency situations and their related potential for injuries	9. Remove all boxes and objects on top of cabinets, --practice good housekeeping, train-- first aid, CPR, and bloodborne pathogens

### Recommended Instruction:

- New Employee Orientation
- Hazard Communication
- Fire Safety and Emergency Evacuation
- Ergonomics
- Defensive Driving
- First Aid / CPR
- Bloodborne Pathogens