

Job Hazard	Hazard Control
Constant contact with sharp objects Potential inhalation of dust (from boxes and equipment) Potential paper cuts Constant heavy lifting Improper use of powered equipment (mail sorter, copy machine, etc.) Potential electrical shock Delivering mail to multiple buildings: driving carts to buildings; loading and unloading carts; overloading mail bins/containers Hazards related to <i>Administrative Personnel</i>	Use proper machine guards (for example on paper cutters); Operator should maintain a safe distance between a sharp object and their body Keep work area well ventilated and clean Avoid sliding skin along paper edges Use proper lifting techniques and ergonomic principles Use proper machine guards Use grounded equipment Defensive driver training; proper lifting techniques and ergonomic principles See <i>Administrative Job Hazard Assessment</i>

Recommended Training

- Defensive Driver Training
- Fire/Emergency Response
- Back Safety
- New Employee Orientation

