

VALPARAISO UNIVERSITY

Job Hazard Analysis Program

This program shall strive to ensure health and personal safety are prime considerations in the development and planning of all tasks performed by students, faculty, and staff. Additionally this analysis program will identify personal protective equipment (PPE) necessary to protect employees from reasonably anticipated hazards associated with work activities.

I. Program Statement

Each supervisor shall assess the work activities performed by students, faculty, and staff and identify the reasonably anticipated hazards associated with those activities. Supervisors shall participate in department personal protective equipment (PPE) training that includes hazard assessments. Each supervisor shall determine the PPE necessary to protect students, faculty, and staff from identified hazards. Hazard assessments determine the potential need for PPE such as gloves, protective clothing and shoes, respiratory protection, hard hats, eyewash stations, and safety showers. Supervisors shall equip each individual with the necessary PPE. Each supervisor shall ensure that written procedures are established to:

1. Create a job safety analysis for each activity which requires the use of PPE;
2. Train students, faculty, and staff to recognize the need for and select the proper PPE as conditions dictate; and
3. Define work activities that individuals are prohibited from performing.

II. Definitions

- A. **Job Hazard Analysis (JHA):** A step-by-step study of a task in order of occurrence, performed to identify potential or existing hazards. This identification of hazards assists in developing recommendations for safe procedures that eliminate or control the identified hazards.
- B. **Hazard Assessment:** A job evaluation performed to determine if hazards are present or likely to be present.
- C. **Personal Protective Equipment (PPE):** Any device or clothing worn by an individual to protect against hazards in the environment. Examples include respirators, mouth-to-mouth resuscitation devices, gloves, and chemical goggles.
NOTE: General work clothes (e.g., uniform, pants, shirts, or blouses) are not considered to be personal protective equipment.

III. Procedures

- A. Each supervisor shall provide a written hazard assessment of the routine, normal, and reasonably anticipated duties that their respective students, faculty, and staff members

perform.

1. The supervisor may delegate the assessment to an individual or to a task force.
 2. Each supervisor shall ensure that employees read the University's personal protective equipment policy prior to issuing PPE and prior to the individual performing the duty for which PPE is needed.
- B. The written hazard assessment, in compliance with manufacturer and/or regulatory guidelines, shall establish the hazards associated with activities or conditions for which it is reasonable to anticipate students, faculty, and staff encountering, including:
1. Eye Hazards: Flying objects and particles, molten metal, liquid chemicals, acids or caustic liquids, chemical vapors or gases, or injurious optical radiation.
 2. Eye and Face Hazards: Spray or splatter of blood or other potentially infectious materials and any imminent exposure to flying objects that could cut or abrade the face.
Note: Eye and face protection shall meet the requirements of ANSI Z87.1. Safety glasses with side shields shall be the minimum protection selected. Goggles shall be selected for liquid splatter hazards. Face shields shall be selected for severe eye hazards or flying objects capable of cutting or abrading the face.
 3. Respiratory Hazards: Harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors; where the quantity is above the permissible exposure limit, *Short Term Exposure Limit, or Excursion Limit* established in 13 NCAC 7F.0101(a)(4); where the quantity is unknown; or exposure to airborne concentrations of tuberculosis and similar airborne pathogens.
Note: Respirators shall be selected according to current regulatory guidelines.
 4. Head Hazards: Falling objects, employees working or materials being moved overhead, logging operations, or electrical conductors that could contact the head.
Note: Type I or II Hard Hats meeting the requirements of ANSI Z89.1 shall be selected for head hazards.
 5. Foot Hazards: Falling objects, rolling objects, objects piercing the sole, electrical hazards which could come into contact with the foot, chemical hazards which could come into contact with the foot, or temperature variations that could result in injury to the foot.
Note: A sturdy enclosed shoe with slip resistant soles shall be selected when working in environments other than routinely encountered in office settings. Foot protection meeting the requirements of ANSI Z41 shall be selected to address foot hazards.
 6. Hand Hazards: Contact with hazardous or toxic chemicals with skin absorption or chemical burn properties; conditions that could result in severe cuts, lacerations, or abrasions; conditions that could result in thermal burns; harmful temperature extremes; or exposure to contaminated needles and other sharps.
Note: The proper glove shall be selected to provide the protection necessary to address identified hand hazards.
 7. Body Hazards: Exposure to hazardous and toxic substances that could contact unprotected skin or soak through or be carried on clothing, or harmful temperature

extremes.

8. Noise Hazards: Exposure to noise levels exceeding an eight-hour time weighted average of 85 decibels (85 dBA) or exposure to noise levels making it difficult to hear normal conversation from three feet away.

9. Fall Hazards: Open sided floors and platforms; climbing on structures; or use of ladders, fixed or portable.

Note: A safety harness with lifeline shall be selected for fall hazards unless alternative methods are available for protection. Plans should be developed outlining step-by-step operational procedures describing the hazards associated with and the personal protective equipment required for each step.

10. Ergonomic Hazards: Lifting and repetitive motions.