

HAZARD EVALUATION FORM FOR GENERAL WORK AREAS AND SPECIFIC JOB SAFETY CLASSIFICATIONS

General Area or Specific Job Classification: Office Personnel

Date Prepared: _____

Prepared by: _____

Description of Job/Task	Potential Occupational Safety/ Health Hazard	Preventive Work Conditions, Safe Work Practices or Personal Protective Equipment
Computer Work	Repetitive wrist movements	Change tasks frequently.
Processing		Keep elbows at a 90° angle when using keyboard.
		Do wrist exercises every two (2) hours.
	Back and Neck injuries	Use a chair at the correct height for you.
		Have feet flat on the floor.
		Elbows should be at a 90° angle and wrists straight.
Moving around space	Falls	Keep file drawers closed when not in use.
		Tape and/or cover wires along the floor.
		Don't open more than one file drawer at a time.
		Have all tall pieces of furniture secured to the wall.
		Store heavy equipment and supplies on bottom shelves.
Working with Copier/Fax	Cuts, burns, crushing	Follow manufacturer's procedures for problem solving
		on their machine.
Supply Handler	Sprains, strains	Use the dolly when moving more than 25 lbs.
		Use step stool to avoid overhead work.