

Task or Employee: BABAR Office Worker Routine Non-routine

Retention: Completed Routine JHAMs are retained by the employee and supervisor. Non-routine JHAMs are retained until the task is fully closed out. In the case of an accident, the form is to be retained for use by the review team.

Complete instructions and supporting information is available at <https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/>. Enter information into boxes which will expand to accommodate whatever length of text is entered. Once this JHA is complete, all participants should sign in the Acknowledgement section. Add rows by placing cursor in the right box of the last row and entering a tab.

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<ul style="list-style-type: none"> • Using computer / data entry / email • Talk on phone • Reading/working at desk • Setting up/plugging in computers & other electronic equipment 	<ul style="list-style-type: none"> • Strains: eye, neck, muscle, • Carpal tunnel • Back problems • Leaning back in chairs/falls • Shock • Power overload 	<ul style="list-style-type: none"> • Ergonomic evaluation (through Medical Dept.), follow their recommendations. • Take breaks from repetitive tasks: <ul style="list-style-type: none"> ○ stretch/move (suggest at about 15 minutes intervals) • Use good posture when sitting in chairs, don't lean back • Don't daisy chain – limit items plugged into power strips to 5 amps or less • Replace damaged power cords
<ul style="list-style-type: none"> • Use kitchens and bathrooms • Food service set ups & distribution 	<ul style="list-style-type: none"> • Spills • Burns • Litter and poor housekeeping causing unsanitary condition or trips 	<ul style="list-style-type: none"> • Report defective equipment • Clean up spills • Use waste receptacles
<ul style="list-style-type: none"> • Use conference rooms 	<ul style="list-style-type: none"> • Overcrowding • Furnishings blocking exit 	<ul style="list-style-type: none"> • Stay within stated room capacity • Restore furniture to orderly configuration
<ul style="list-style-type: none"> • Lifting / moving <ul style="list-style-type: none"> ○ equipment, boxes, furniture • Reaching high shelves/bookcases • Stocking supplies • Material handling 	<ul style="list-style-type: none"> • Strain; muscle sprain • Falling hazard • Items falling • Crushing/pinching of hands & fingers 	<ul style="list-style-type: none"> • Lift properly, with legs – not back. • Don't lift more than comfort level • Get hand truck, forklift or assistance when moving heavy / bulky boxes, equipment • Put heavy items on lower shelves • Use stepping stools for reaching • Don't stand on chairs or desks

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<ul style="list-style-type: none"> • Cutting paper • Stapling • Copying & faxing 	<ul style="list-style-type: none"> • Cuts • Amputation 	<ul style="list-style-type: none"> • Pay attention to the task at hand • Lock blade on paper cutter down • Do not put fingers under head of cutters or staplers • Report defective equipment
<ul style="list-style-type: none"> • Using chemicals (e.g., cleaning office) • Replacing toners & drum kits in printers 	<ul style="list-style-type: none"> • Inhalation • Skin or eye contact 	<ul style="list-style-type: none"> • Follow manufacturer’s operating and use instructions • Wear gloves when using cleaning materials • Pay attention to task at hand
<ul style="list-style-type: none"> • Walking around the site <ul style="list-style-type: none"> ○ Up & down stairs ○ In & out doors & entrances ○ Walkways & paths ○ Hallways 	<ul style="list-style-type: none"> • Trips • Falls • Slips • Physical elements 	<ul style="list-style-type: none"> • Be self-aware. • Keep eyes on path and task. • Don’t rush • Use handrails where appropriate • Clean spills when you see them • Be aware of weather conditions (from wet walkways to dry, slippery floors/hallways) • Eliminate or report trip/fall hazards • Eliminate items from doorways & traffic areas • Watch for vehicles and bicycles on roadways • Take care in opening doors that open out into foot traffic
<ul style="list-style-type: none"> • Driving on-site 	<ul style="list-style-type: none"> • Accidents • Injuries • Collisions with wildlife 	<ul style="list-style-type: none"> • Obey traffic regulations • Drive defensively • Take special care at dawn, dusk, and nighttime • Report violations
<ul style="list-style-type: none"> • Entering shops or other industrial areas on site • IR2 & IR12 visits 	<ul style="list-style-type: none"> • Moving equipment, lasers, electrical, overhead work. Not all hazards may be obviously identified 	<ul style="list-style-type: none"> • Use caution, read and obey signs • Use personal protective equipment as required • If necessary, use an escort

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<ul style="list-style-type: none"> Emergencies 	<ul style="list-style-type: none"> Emergencies, fire, earthquake 	<ul style="list-style-type: none"> Have file cabinets & shelves secured to wall or floor Clear and remove overhead shelving above 90 inches Familiarize yourself with building evacuation plans for your work area Follow Facility Emergency Procedures
<ul style="list-style-type: none"> Other Hazards 	<ul style="list-style-type: none"> Flu / contagious disease; sick people 	<ul style="list-style-type: none"> Stay at home if sick until better. Stay clear of sick people

Sequence of Basic Job Steps	Potential Hazards	Controls & Recommended Actions
<ul style="list-style-type: none"> IR-2 BABAR Shifter 	<ul style="list-style-type: none"> Multiple hazards described in BABAR shifter JHAM and IR-2 AHA 	<ul style="list-style-type: none"> See BABAR shifter JHAM
<ul style="list-style-type: none"> IR-2 LLL System worker 	<ul style="list-style-type: none"> Multiple hazards described in LLL System JHAM and IR-2 AHA 	<ul style="list-style-type: none"> See LLL System JHAM

Acknowledgements	Print Name	Signature or Initialed	Date
Supervisor:			
Participants:			