

# AREA HAZARD ANALYSIS

**Title:** Office space in Physics and Engineering Building

**Location (Bldg & Rm):** Bldg 280, all modules

**Date:** 11 Jan 2005

## Instructions:

An Area Hazard Analysis (AHA) is a process that is used to evaluate a work area to 1) determine the hazards that may be present 2) determine appropriate controls for these hazards and 3) provide a mechanism to communicate these hazards to someone entering the area. The AHA covers the facility and equipment within the facility. It does not cover specific jobs/tasks that may be performed in the area. Job/task specific hazards and controls are covered by the JHAM process.

The AHA should be done by the area manager, in cooperation with the Building Manager. An AHA should be done once for all working areas and whenever there is a change in to the facility or regulations or the introduction of new equipment or new hazard.

Complete instructions and supporting information is available at < [https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha\\_docs/index.htm](https://www-internal.slac.stanford.edu/esh/SLACsafety/jham/aha_docs/index.htm)>. Enter information into boxes which will expand to accommodate whatever length of text is entered. Once this AHA is complete, the area responsible person signs.

Processes / Equipment in Area	Hazards	Recommended Controls & Actions
GENERAL: Emergencies:	<ul style="list-style-type: none"> <li>• Fires</li> <li>• Earthquake</li> <li>• Emergency response</li> </ul>	<ul style="list-style-type: none"> <li>• Fire extinguishers are located throughout the building, and are clearly marked as to their location. Inspected annually.</li> <li>• Evacuation plans have been prepared and are posted at all public exits. Annual evacuation drills are held for the building occupants.               <ul style="list-style-type: none"> <li>- Exits paths are clearly marked.</li> <li>- Adequate emergency lighting present to light exit paths during power outage.</li> <li>- Facility Emergency Plan has been prepared.</li> </ul> </li> </ul>
Computer, desk, shelving, file cabinet chairs, copier, printers, fax machines, computer projector, overhead projector, paper cutter.	<ul style="list-style-type: none"> <li>• Head injury from objects falling off shelves</li> <li>• Strains from moving equipment, furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Secure shelving securely to wall. Place heavy objects on lower shelves and lighter objects on higher shelves. Do not sit under shelving with heavy objects</li> <li>• Do not move heavy furniture alone</li> <li>• Avoid back injuries by lifting or pushing with legs not back.</li> <li>• Use step ladder located by photocopier in module 'C' to access upper shelves in cabinets.</li> </ul>

Exit doors open into breezeway	<ul style="list-style-type: none"> <li>• Injury from bump/trip</li> </ul>	<ul style="list-style-type: none"> <li>• Open doors slowly, use windows in doors to improve visibility.</li> </ul>
Breezeway temporary floor surface	<ul style="list-style-type: none"> <li>• Slippery when wet where floor surface has broken up.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk, don't run.</li> </ul>
Outside stairs	<ul style="list-style-type: none"> <li>• Injury from slipping, tripping, especially during bad weather</li> </ul>	<ul style="list-style-type: none"> <li>• Use handrail for stability</li> </ul>
Ladders used by SEM to access lights, HVAC etc.	<ul style="list-style-type: none"> <li>• Injury from bump/trip</li> </ul>	<ul style="list-style-type: none"> <li>• Look out for ladders and other obstructions in passageways and offices.</li> </ul>
HVAC system on roof	<ul style="list-style-type: none"> <li>• Cuts, lacerations, abrasions, crushing, or amputation from body part caught in moving parts</li> </ul>	<ul style="list-style-type: none"> <li>• Guards kept in place over moving parts prevent access of body parts.</li> <li>• Use lock/tag procedures when working on motors</li> </ul>
Cleaning materials, toner, inks etc	<ul style="list-style-type: none"> <li>• Eye, skin, lung irritation</li> </ul>	<ul style="list-style-type: none"> <li>• Review Material Safety Data Sheet (MSDS) for the materials you use. (MSDS file located in room 148)</li> </ul>
Power supply breakers in breezeway	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Arc flash/explosion</li> </ul>	<ul style="list-style-type: none"> <li>• OK to reset breaker <b>once</b> if you know (and have fixed) the cause of the trip i.e. an overloaded circuit. Stand to one side of the box when resetting breaker. (Requires minimum cotton shirt, long pants and safety glasses)</li> <li>• Report faults to SEM. Only SEM may work on these power supplies.</li> <li>• No obstruction within 36" of electrical panel</li> </ul>
Smoking	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Secondary smoking</li> </ul>	<ul style="list-style-type: none"> <li>• Smoking prohibited in building and breezeway.</li> </ul>
Electrical Cords	<ul style="list-style-type: none"> <li>• Electrical shock</li> <li>• Trips</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure electrical cords are not daisy changed, in good condition and placed so that they will not pose a trip hazard.</li> </ul>
Elevated areas: roof	<ul style="list-style-type: none"> <li>• Injury from fall</li> </ul>	<ul style="list-style-type: none"> <li>• Work within 6 feet of an unprotected edge from which a fall of more than four feet is possible must be performed in a harness secured with a lanyard and/or inertial reel</li> <li>• <b>RECOMMENDED:</b> Stairway and Ladder Safety training, Course 293</li> </ul>

Paper, Boxes, etc.	<ul style="list-style-type: none"> <li>• Combustibles</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize paper, boxes and other combustible material in office area</li> <li>• Maintain good housekeeping in area to eliminate hazards from fire, trips and ergonomic issues.</li> </ul>
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<b>Completed by</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Area Responsible:</b>	R. Matter		
<b>Participants:</b>	C.E.Rago I. Evans		
	J. Kenny		11 Jan 05