

APPENDIX M
 AMSEL-TY Form 180, Job Hazard Analysis Form

| JOB HAZARD ANALYSIS (JHA) | | |
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| Proponent office is AMSEL-TY-RK-S | | |
| Directorate: Industrial Risk Management | Division: Safety Division | Date Prepared: 12/98 |
| Job Analyzed: Office Tasks | Title of Person Who Does Job: All Personnel Assigned to Office | |
| Prepared by (name/title): Jane Smith, Secretary | Reviewed by (name/title): | |
| SEQUENCE OF JOB STEPS | POTENTIAL HAZARDS | RECOMMENDED CONTROL MEASURES |
| Keyboard Activities | * Hand/Wrist Strain * Back/Neck Strain | * Proper Work Area Set-up * Correct Posture |
| Movement of Materials | * Back Strain * Pulled Muscles | * Use Material Handling Equipment * Seek Assistance |
| Opening File Cabinet/Desk Drawers | * Tripping Hazard * Back/Shoulder Strain | * Proper Work Station Arrangement to Eliminate Awkward Stretching. * Close Cabinet Drawers After Use. |
| Operating Office Equipment | * Pinches and Cuts | * Know Proper Procedures for Operating Equipment * Keep Loose Clothing & Jewelry from Pinch Points |

