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## Elizabeth City State University

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**SUBJECT: Job Hazard Analysis/Assessments Program**

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**Effective Date:**

**Revision Date:**

**Revision #:**

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To ensure that safety, health and personal safety are prime considerations in the development and planning of all tasks to be performed by employees; to identify personal protective equipment necessary to protect employees from reasonably anticipated hazards associated with work activities.

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### **I. Program Statement**

Each supervisor shall assess the work activities performed by supervised employees 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 employees from identified hazards. Hazard assessments identify the potential need for personal protective equipment such as gloves, protective clothing and shoes, respiratory protection, hard hats, and eyewash and safety showers. Supervisors shall equip each employee member with the necessary personal protective equipment. Each supervisor shall ensure that written procedures are established to:

1. Create a job safety analysis for each activity which requires the use of personal protective equipment;
2. Train employees to recognize the need for and select the proper PPE as conditions dictate; and
3. Define work activities that an employee member(s) is prohibited from performing.

### **II. Definitions**

- A. **Job Hazard Analysis (JSA):** A step-by-step study of a task in order of occurrence, performed to identify the 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 employee 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 for a written hazard assessment of the routine, normal, and reasonably anticipated duties that their respective employee members perform.
  - 1. The supervisor may delegate the assessment to an individual or to a task force.
  - 2. The facility safety officer shall assist in the hazard assessment if requested by the supervisor or task force.
- B. Each supervisor shall ensure that employees read the Department's Personal Protective Equipment policy prior to issuing PPE and prior to the employee member performing the duty for which PPE is needed.
- C. The written hazard assessment shall establish the hazards associated with activities or conditions for which it is reasonable to anticipate employees encountering, including:
  - 1. Eye Hazards: Flying objects and particles, molten metal, liquid chemicals, acids or caustic liquids, chemical vapors or gases, 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; 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, 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, 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; 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 to which could contact unprotected skin, or soak through or be carried on clothing; harmful temperature extremes.
8. Noise Hazards: Exposure to noise levels exceeding an 8-hour time weighted average of 85 decibels (85 dBA); 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; 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.