

Date: September 4, 2007

JOB SAFETY ANALYSIS		DEPARTMENT: Center for Neuroscience	JOB TYPE: Office / Computer Work
<i>JOB FUNCTION</i>	<i>POTENTIAL HEALTH OR INJURY HAZARDS</i>	<i>SAFE PRACTICE, APPAREL, OR EQUIPMENT</i>	
General office work.	Back strain, eyestrain, repetitive motion injury.	Ensure that workstations are ergonomically correct. Refer to EH&S SafetyNet #'s 17, 41, 46 and 96. Training and enforcement are under the direction of the Chief Administrative Officer.	
General office work.	Physical injuries due to slips, trips and falls, and falling objects.	Keep floors clear of debris and liquid spills. If a spill can't be cleaned immediately, use the "wet floor" sign to warn others of the potential hazard. Keep furniture boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind; use proper footstools or ladders. Do not store heavy objects overhead. Do not top-load filing cabinets, fill from bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and tall file cabinets to walls. Refer to EH&S SafetyNet # 46 and 83. Training and enforcement are under the direction of the Chief Administrative Officer.	
General office work.	Electrical hazards.	Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Replace frayed or damaged electrical cords. Ensure that electrical cords are not wedged against furniture or pinched by doors. Refer to EH&S SafetyNet #'s 20 and 109. Training and enforcement are under the direction of the Chief Administrative Officer.	
General office work.	Physical injuries due to fires, earthquakes, bomb threats and workplace violence.	Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department. Refer to EH&S SafetyNet # 83. Training and enforcement are under the direction of the Chief Admin Officer.	
Handling and moving heavy items and equipment.	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc.	Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, employ proper lifting techniques at all times. Wear proper hand and foot protection to protect against crushing or pinching injuries. Refer to EH&S SafetyNet #'s 29, 41 and 46. Training and enforcement are under the direction of the Chief Admin Officer.	