

Job Hazard/Safety Analysis For the Office Worker

INTRODUCTION

Job Hazard/Safety Analysis for the Office Worker is a partial list of known task performed by the professional office worker. We have placed task in alphabetical order and in a table format, listing each in a step-by-step sequence followed by the potential hazard and a recommended action or procedure.

This is by no means an exhaustive list and is subject to modification. Additional comments may be added as more information becomes available.

If you are asked to perform an occasional task, not listed with your job title, you can look up an individual task by returning to our Job Safety Analysis page and check the pull-down menu for Job Task.

ALPHABETICAL LIST OF TASK

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Hazard Analysis: Office/Computer Work

Task	Hazard	Cause	Prevention
General Office Work	Back Strain, Eye Strain, Repetitive Motion Injury	Repeated motions performed in the course of normal work or daily activities.	Change work activity often to interrupt repetitions activity or motion. Avoid excessive unnatural or awkward motions such as twisting the arm or wrist and overexertion. Make a conscious effort to avoid incorrect posture.
General Office Work	Physical Injury and/or Trauma	Slips, Trips and Falls, Struck by Falling Objects	Practice Good Housekeeping i.e., keep floors clear of debris and liquid spills. Do not block or restrict doorways, halls, closets or paths of egress. Do not stand on chairs, use foot stool or ladder. Open only one file drawer at a time and secure cabinet to the wall if feasible. Never overload shelves and stack evenly to avoid tipping.
General Office Work	Electric Shock	Circuit overload, frayed or damaged service and extension cords, faulty equipment	Never use extension cords in place of permanent wiring. If a cord must be used make sure it is properly sized for the voltage and amperage of the equipment. Avoid unnecessary use of adapters and multi-outlet strips. Do not run power cords through door openings or under chairs were it may be walked on or pinched.
Handling / Moving Heavy Items And Equipment	Physical Injury and/or Trauma	Heavy lifting, awkward motions, repetitive motions.	Use mechanical means to lift and move heavy items, use push carts and dolly. Always employ proper lifting techniques and get help with loads that cannot be safely lifted by one person. Wear hand and foot protection to safeguard against crushing and pinching injuries.

PPE Required: Optional

- Gloves
- Metatarsal & Toe Guards

Hazard Analysis: Portable Heater, Electric Powered

Task	Hazard	Cause	Prevention
General Use	Trauma	Burns	Situational awareness, PPE, protective clothing
	Foot Injury	Roll over foot, drop object on foot	Position on level flat surface away from accidental bumping or tripping
	Fire	Heat, sparks, slag	Appropriate placed fire extinguisher, remove all combustibles and fire hazards from area
	Electrical Shock	Improper operations and maintenance, improper switching device	Strictly follow manufacturer's instructions, proper switching for starting up/ shutting down machine

PPE Required:

Hazard Analysis: Lifting/Carrying Objects

Task	Hazard	Cause	Prevention
General Use	Trauma	Impact	Situational Awareness, Gloves,
	Foot Injury	Dropped object on foot	Metatarsal & Toe Guards

PPE Required: Optional

- Metatarsal & Toe Guards
- Gloves

Hazard Analysis: Paper Shear

Task	Hazard	Cause	Prevention
General Use	Hand /Finger Injury	Shearing Blade Impact, penetration, compression	Situational Awareness, Regular maintenance, Industry approved guards and clamps
	Foot Injury	Drop object on foot	For set-up and operation strictly followed manufacturer's instructions

PPE Required:

Hazard Analysis: Paper Shredder

Task	Hazard	Cause	Prevention
General Use	lacerations to the fingers	Operator inattention or error	Never allow children to operate paper shredders, even under adult supervision. Never put fingers or objects other than paper (like paper clips or staples) into the shredder feed opening.
General Use	Scalp Trauma	Hair, jewelry, loose clothing caught in feeder	Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening. Feed paper smoothly into the shredder, not forcing the paper in.

PPE Required: