

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

BUSINESS SERVICES ARCHIVING FILES

TASK	HAZARDS	CONTROLS
1. Place documents in boxes.	Repetitive-stress and back injuries caused by lifting heavy loads	Do not over-fill boxes – they should weigh no more than 25 lbs. Use proper lifting techniques. Seek advice of an ergonomics specialist, if needed.
	Cuts and punctures from staples	Use fingertip protectors or wear gloves.
2. Move boxes from desk to cart.	Stress and strain injuries from improper lifting and bending	Use proper lifting techniques.
3. Transport boxes to storage.	Strain from pushing/pulling an overloaded cart	Do not overload cart (maximum of 3 boxes).
	Slipping on wet or slick floors	Evaluate condition of floors along path from office to storage area, especially if the weather is rainy. Report wet floors to the department safety coordinator. Do not move heavy loads until floor is dry.
4. Place boxes on shelves.	Stress and strain injuries from improper lifting and bending	Use proper lifting techniques.
	Cuts caused by sharp shelf edges	Line sharp edges with foam pads or other protective covering.
	Falling off the stepladder	Make sure you have received training in proper ladder techniques. Use the buddy system and have someone steady the ladder while you place boxes on upper shelves.

	<p>Required Training:</p> <ol style="list-style-type: none"> 1. Proper lifting techniques 2. Proper ladder techniques 	<p>Required Personal Protective Equipment (PPE)</p> <ol style="list-style-type: none"> 1. Fingertip protectors or gloves
<p>Other Information: Contributors: Created: JSA Library Number:</p>	<p>Review EH&S <i>Fact Sheets</i> for descriptions of proper ladder and lifting techniques Analyst Ron Holmstrom, Business Services October 2002 BUS-ADMIN-2</p> <p>For more information about this JSA, contact the <i>Office of Environment, Health and Safety</i> at UC Berkeley, 317 University Hall #1150, Berkeley, CA 94720-1150 (510) 642-3073 • http://www.ehs.berkeley.edu</p> <p><i>The development of Job Safety Analyses is a Balanced Scorecard initiative of the AVC-BAS Safety Committee, sponsored by the Associate Vice Chancellor-Business and Administrative Services (AVC-BAS) and the AVC-BAS Leadership Team • http://bas.berkeley.edu/balancedscorecard</i></p>	