

**University of Tennessee Knoxville**
**Job Hazard Analysis and Personal Protective Equipment Assessment**

Instructions for Supervisors: Please review all applicable Job Hazard Analysis forms with your employee.

The forms are categorized by job task.

Hazard Analysis:

**Office/Computer Work**

<b>Task</b>	<b>Hazard</b>	<b>Cause</b>	<b>Prevention</b>
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 where 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

This document serves as the Personal Protective Equipment (PPE) Certification document required to satisfy the federal requirements of the Occupational Safety and Health Administration (OSHA) Standard, 29 CFR 1910.132 Subpart I- Personal Protective Equipment. This certifies that a hazard assessment of workplace hazards has been performed. Signatures for the certification are on file in the Environmental Health and Safety Department office. For questions and more information about this document, please contact EHS at 974-5084 or [safety@utk.edu](mailto:safety@utk.edu).

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