



JOB HAZARD ANALYSIS (JHA)

JHA# _____

Certification of Hazard Assessment

Job Title or Task: Morning Mail Breakdown (A)

Department: UAF Mail Services Center (Marika Rd Facility)

Title of person(s) performing this job/task: This task can be performed by all mail room staff.

JHA Created by: Gary Beaudette, UAF Safety Officer

Date: 6/9/2015

JHA Approved/Certified by: _____

Date: _____

Task Step (Sequence)	Known or Potential Hazard(s)	Controls (Preventive or Corrective Action)
1. Mail is delivered by the Fairbanks Post Office to the Marika Rd. facility. On average, they can off-load 2-6 portable mail cages (see picture) and several bags containing various types of mail (boxes, letters, pouches, etc.).	There are no exposures to UAF employees during this process as all labor (unloading mail and bringing it into the Marika Rd. mail facility) is performed by the city postal workers.	N/A
2. In the Marika Rd facility, the mail cages are opened so packages can be removed and placed at the required sorting areas.	The mail cage side gate (where mail is removed) is attached via several metal connectors that create a potential pinch point. These gates can also create a tripping hazard when lowered past the third connector (see picture).	Ensure proper hand placement when opening the gate connectors and when snapping the gate post back into place during the closing procedure. Avoid the pinch points. When gates are lowered to the ground to remove packages at the bottom of the cage, use caution so as not to step/trip on the lowered gate.
3. Mail is removed from the cages and carried to the various sorting work stations in the mail room. This is an initial sorting process.	Employees are exposed to several potential ergonomic hazards to include heavy (50-70 lbs) and awkward lifting, as well as potential cuts/lacerations from handling damaged packages/containers, impact hazards to feet (dropped packages), and eye hazards if packages require banding removal.	<ul style="list-style-type: none"> - Utilize proper lifting techniques. - Lower the cage gate to lowest level possible to minimize the need for bending/reaching lifts. - Utilize a hand truck and/or the buddy system if package weight/dimensions exceed an employee's ability to safely lift/move the package alone. - Use work gloves (cloth or leather) when handling

————— If required, continue steps on next page —————

		packages with sharp/jagged edges. - Wear ANSI-approved safety glasses when removing banding from packages. - Wear safety-toe shoes/boots as needed.
4. Sorting Mail (mail placed from sorting stations into appropriate slots, mail pouches, etc.) in preparation for delivery.	Ergonomic hazards to include heavy/awkward lifting, reaching/bending, and prolonged standing; and potential cuts/lacerations from handling damaged packages/containers.	- Utilize proper lifting techniques. - Use work gloves (cloth or leather). - Use two-person lift for heavy/awkward mail. - Move bag sorting from floor to a large table (use the same level work surface). - Use ergonomic floor mats for prolonged standing.

Required Training	Minimum Required Personal Protective Equipment
<u>Minimum :</u> -All UAF-required basic employee safety training - Anyone performing this task, must be trained on these JHA provisions <u>Additional:</u> - Proper lifting techniques	- Safety Glasses when removing banding on packages - Cloth or leather gloves as needed - Ergonomic floor mats - Protective-toed shoes/boots

Use the space below or additional pages to attach pictures, diagrams, or other relevant information.



Mail Cage in the normal open position for mail removal.



Mail Cage, opened to better allow removal of heavy items, creates a trip hazard.