

Job Safety Analysis (Generic)

Title: NALC Good Idea - Loading and Unloading 1046P Hampers with Raised Platforms (inserts)

***Note: This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).**

Location (e.g., Station, Branch, Plant) Name: Street Address 1: City: State: Zip Code: Area: PC:	Job Description: Removing Mail from the Floor (Reducing Repetitive Bending) Location Description: Workroom floor	Titles of Employees Performing the Job: Carriers – City and Rural	Occupational Codes:
Author	Local Reviewer	Local/Area/National Reviewer	
Name: NALC Joint Safety Task Force Title: Members Date: 2/25/2008	Name: Date: Approval:	Name: Date: Approval:	
Sequence of Basic Steps	Potential Hazards and Effects	Safe Work Practices	Required PPE*
1. Inspect hamper	1.1. Hazard: Damaged hampers/inserts Effect: Cuts from sharp edges/splintered wood	1.1. Inspect hampers before loading, look for broken parts, ripped fabric, splintered wood and jagged steel. If a defect is found, "Red Tag" (Form 4707) hamper/insert and follow procedures to repair or discard hamper/insert	Appropriate Footwear (all sections).
2. Load and unload hamper	2.1. Hazard: Awkward posture when loading hamper Effect: Shoulder, back, and leg strain when handling mail 2.2. Hazard: Unbalanced/overloaded hamper Effect: Overexertion or strain when trying to catch falling load 2.3. Hazard: Lifting trays Effect: Overexertion or strain	2.1. Position body as close to hamper as possible. Keep mail close to body. Keep back as straight as possible. Avoid twisting body with load. Slightly bend knees and lower load into hamper. 2.2. Load hamper so that mail is evenly distributed. Do not overload. Do not try to catch load if it starts to fall. 2.3. Position hamper close to load. Use proper lifting techniques	
Ergonomic Risk Assessment:		Health Risk Assessment Code:	
		Safety Risk Assessment:	
Qualitative/Quantitative Exposure Assessment Data		Supporting Postal Service Policy Documents	
Supporting Safety Talks	Supporting JSAs	Required Training	
Title:	Link:	Course No.	Course Title: