

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: Biological and Water Quality Monitoring/Chemistry Lab		Log Number:
Employee Name and Job Title:		Analyst/ Date:
Division/Bureau/Section:		Approved By/ Date:
Personal Protective Equipment Recommended or Required: Gloves, aprons, protective clothing		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures
Drive/park state vehicle	Traffic accidents	Always wear seat belts. Drive defensively/follow traffic regs. Check tires regularly for proper inflation. Always drive with headlights on.
	Hostile neighborhoods	Be aware of surroundings. Use buddy system, when possible. Keep doors locked. Recommend carrying cellular phone.
	Road emergency/vehicle breakdown	Keep vehicle maintenance up to date. Keep tools and spare tire in vehicle. Recommend carrying: fire extinguisher, flashlight, battery jumper cables, first aid kit, and cellular phone in vehicle.
Office operations	Trip and fall, and falling objects	Be aware of you surroundings. Do not store heavy objects on top of unstable shelves/cabinets. Avoid slippery floors. Watch for open file cabinets.
	Paper cuts	Exercise care-handling paperwork.
	Wrist injuries (Carpal Tunnel Syndrome)	Use ergonomically designed wrist rest for long typing sessions.
	Back strain while moving boxes	Use proper lifting techniques. Use a moving dolly when necessary. Seek assistance.
	Falls from ladders or stepping stools	Position feet securely on each step. Wear proper shoes for this activity. Place ladder or stool on level surfaces.
	Electric shocks from plugging or unplugging office equipment.	Avoid wet areas. Avoid using damaged plugs. Avoid using frayed extension cords.
Field Activities	STF	Wear skid-resistant soles and steel-toe shoes or boots. Be aware of surroundings (including rough terrain, construction debris, unstable ground/surfaces, etc.). Do not climb homemade ladders or unstable structures. Avoid elevated tanks, or structures, lacking adequate safety features (such as handrails and good quality ladders). Do not enter confined spaces with poor visibility.
	Electrical hazards	Do not touch electrical wires (or metal surfaces in contact with wires).
	Falling debris and low-hanging objects	De aware of surroundings. Wear hard hat.
	Cuts/abrasion from sharp objects, debris, paper cuts, etc.	Be alert and aware of surroundings. Wear adequate PPE including appropriate clothing, safety boots, and gloves. Recommend Tetanus immunization.

	Dangerous animals and vegetation	Be aware of you surroundings. Learn to identify, and avoid, toxic plants such as poisonwood trees. Watch for dangerous animals, such as aggressive dogs, raccoons, snakes and harmful insects. Wear appropriate clothing and boots and carry mosquito repellent.
	Excessive noise	Use hearing protection.
	Heat exhaustion and sun exposure	Avoid dehydration. Avoid excessive sun and heat exposure. Wear hats, sunglasses and sunscreen.
	Cold water exposure	Wear chest waders
	Inspections in isolated areas	Use the buddy system. Carry a cellular phone.
Take samples from bridges	Struck by vehicles	Wear safety vest, use buddy system, and avoid when possible.
SCUBA/Snorkeling	Note: unit diving safety officer must certify Employee.	Follow DEP diving safety manual and snorkeling policy.
Vessel Operations	Note: Employee must receive DEP boating safety and watercraft operations certification.	Complete USCG or Power Squadron boating course, or Boat Smart exam. All DEP employees must wear life vests while underway. Maintain vessel and proper safety equipment. Carry cell phone or radio. File a float plan and work in pairs if possible.
Laboratory operations	Eye/skin contact with biological agents and chemicals.	Review and understand MSDS for all chemicals being handled. Be careful when handling acids and caustic substances. Wear adequate PPE such as lab coat/apron, eye protection, and gloves. Learn location and operation of emergency shower. Clean bench surfaces with disinfectant and wash hands after working with wastewater samples.
	Inhalation of chemical vapors	Work under fume hood.
	Explosion and fire hazards.	Keep solvents and flammables away from heat source. Do not store incompatible chemicals (i.e. Acids and bases) together. Learn location of fire extinguisher and of all fire exits in the building.
	Cuts and skin abrasions	Be alert and careful handling glassware. Learn location of first aid kit.
	Skin burns	Be alert- avoid contact with hot surfaces. Learn location of first aid kit.
	Ingestion of harmful substances	Do not eat/drink in the lab. Do not store food or drinks in the lab refrigerator. No mouth pipeting.
	Back strain from lifting heavy sample coolers	Use buddy system for lifting
	Electric shock	Use caution. Be sure Ground Fault Interrupters re installed properly.

*Codes for Potential Hazards:

Struck By (SB)		Caught On (CO)		Fall To Below (FB)
Struck Against (SA)		Caught In (CI)		Overexertion
Contacted By (CB)		Caught Between (CBT)		Exposure (E)
Contact With (CW)		Fall - Same Level (FS)		