

<b>Job Safety Analysis Worksheet</b>		Date:
Title of Job/Operation: <b>Waste Program Inspections</b>		Log Number:
Employee Name and Job Title:		Analyst/ Date:
Division/Bureau/Section:		Approved By/ Date:
Personal Protective Equipment Recommended or Required: Ear protection, hats (hard and brimmed), first aid kits, disinfectants.		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures
Check facility file for potential hazards that might be encountered while on site. List equipment needs.	Paper cuts	Be Careful.
Review industry hazards associated with that facility.	None	Review applicable Department and Federal guidance on hazards. Check Hazardous Waste sections Health and Safety Plan for procedures.
Fill out preliminary site safety check off sheet. Check weather for its potential affect on inspection.	None	Review applicable sections of the Hazardous Waste sections Health and Safety Plan.
Pick up personal equipment bag; check contents; pick up vehicle clipboard; check for credit card and keys.	Bag may be too heavy.	Do not overload bag. Make two trips if needed or get help.
Drive/park state vehicle	Traffic accidents  Bad weather Flooded roads Fatigue/night driving	Always wear seat belts. Drive defensively/follow traffic regs. Check tires regularly for proper inflation.  Always drive with headlights on. Use caution, avoid area. Take frequent breaks or short naps.
	Hostile neighborhoods	Be aware of surroundings. Use buddy system, when possible. Keep doors locked. Recommend carrying cellular phone.
	Road emergency/vehicle breakdown  Fatigue and physical stress	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.  Take frequent breaks to stretch and exercise. Take a short nap if sleepy.
Introduce yourself and show proper ID. Explain purpose of visit.	Potential verbal and/or physical	Use Public Service Training to control the situation. Leave the site and return with law enforcement if necessary.

Possible unknown situation is encountered	Injury, contamination, or death	Leave site and telephone supervisor for instructions.
Site inspections	Injury, contamination, or death Potential hazards may be identified by reviewing files of similar facilities	Follow DEP's hazardous waste sections Health and Safety plan, OSHA guidelines, and the facilities contingency plans
	STF  Storage Tanks	Wear skid-resistant soles and steel-toe shoed 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.
	Asphyxiation and/or inhalation of fumes and chemical vapors.	Do not enter confined spaces where toxic gases could be trapped, such as empty tanks, manholes, and chemical storage rooms (chlorine, etc.) with poor ventilation. Use buddy system. Remain upwind of areas with airborne contaminants. Document exposures.
	Electrical hazards	Do not touch electrical wires (or metal surfaces in contact with wires). Do not stand in water.
	Falling debris and low-hanging objects	Be 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. First aid kit.
	Dangerous animals and vegetation	Be aware of you surroundings. Learn to identify, and avoid, toxic plants such as poison wood trees. Watch for dangerous animals, such as aggressive dogs, raccoons, snakes and harmful insects. Wear appropriate clothing and boots and carry mosquito repellent.
	Eye/skin contact with biological and chemical contaminants during inspection and sampling.	Minimize exposure: avoid contact with contaminated surfaces. Wear adequate PPE, such as appropriate clothing, latex and/or chemical-resistant gloves, and eye protection. Avoid contact with splashing liquids such as wastewater, treatment chemicals, etc. Review MSDS for all chemicals/reagents. Use skin disinfectants such as liquid soap and alcohol gel. Carry adequate supply of clean water for washing and flushing skin and eyes. Recommend periodical medical monitoring and Hepatitis immunization.

	Unclean restrooms	Cover with paper, wash hands.
	Excessive noise or dust	Use hearing protection. Use hearing and eye protection
	Heat Exhaustion and Sun Exposure	Avoid dehydration. Avoid excessive sun and heat exposure. Wear hats and sunglasses.
	Bad weather/lightning	Seek shelter
	Overexertion (lifting well covers or grates)	Get help or avoid.
	Violent people	Conflict resolution training
	Unsafe neighborhoods	Leave site. Use caution, buddy system, LEAVE SITE.

\*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)		