



Environmental Health & Safety

FLORIDA INTERNATIONAL UNIVERSITY

Jobs Hazard Analysis (JHA)

DATE: Feb 15 2017

TOOLS/EQUIPMENT REQUIRED

Mechanics Gloves
Safety Glasses (optional)
Dust Mask

JOB/ACTIVITY/TASK NAME:
Replace HVAC Filters on RTU

MATERIAL REQUIRED

Screwdriver/Nutdriver
Grab Stick
Stepladder

DEPARTMENT/GROUP NAME
HVAC EMS

BLDG/AREA LOCATION(s):
VH RTU

PRIORITY RANKING:

SEVERITY: 1=Imminent Danger 2=Serious 3=Minor 4=Not Applicable

PROBABILITY: A=Probable B=Reasonably Probable C=Remote
D= Extremely Remote

Severity (S) * Probability (P) = Priority Ranking (PR)

Example: An employee working at a height of 20 feet without fall protection:
S(1) * P(A) = 1A or Probable Imminent Danger

Step	Sequence Of Steps	Potential Incidents Or Hazards	Priority Ranking	Controls In Place	Controls In Place	Controls In Place	Revised Priority Ranking with additional controls
				Engineering	Administrative	PPE	
1	Climb ladder to rooftop and move filter boxes (10) weighing 10 lbs/box to roof using rope/pulley arrangement	1a Foreign object into eye 1b Fall through roof hatch 1c Load falls	1B	Rople/Pulley	Mandatory Annual Ladder Training 3 person job		3C – Provide roof opening protection (railing). Provide annual slip trip fall training. Include the use of PPE for this task – safety glasses for foreign objects and gloves in case of laceration. Ensure personnel do not stand under load while lifted.
2	Pull disconnect on unit (local adjacent to filter door)	1a. Strain	3B	Ladder	Mandatory Annual Ladder Training 3 person job		No risk reduction recommended
3	Replace filters using grab stick and ladder as needed for back	1a Strain	3B	Ladder	Mandatory Annual Ladder		3C – Develop a ladder inspection checklist

	filters				Training 3 person job		
4	Close unit door, throw disconnect up to power unit and wait for unit to start	1a Strain 1b Slip trip fall 1c Laceration (bulb breaks)	3B	Ladder	3 person job		No risk reduction recommended
5	Climb down ladder off roof	1a Fall	1B		Mandatory Annual Ladder Training 3 person job		3C – Provide roof opening protection (railing). Provide annual slip trip fall training

I understand & will adhere to the steps, hazards & controls as described in this JHA. I understand that performing steps out of sequence may pose hazards that have not been evaluated, nor authorized. I will contact my supervisor prior to continuing work, if the scope of work changes or new hazards are introduced. I understand I have the authority and responsibility to stop work I believe to be unsafe.

<u>Worker Name (please print)</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have reviewed the steps, hazards & controls described in this JHA with all workers listed above and authorize them to perform the work. Workers are qualified (i.e. licensed or certified, as appropriate, & in full compliance with FIU training requirements) to perform this activity.

_____	_____	_____
Supervisor	Signature	Date

REQUIRED ONLY FOR MAINTENANCE ACTIVITIES WHERE OCCUPANTS MAY BE AFFECTED BY THE TASK - I have communicated area hazards with the supervisor or listed worker(s) for this activity and have coordinated the described activity with affected occupants. The above listed workers are released to perform described scope of work in the following area(s): _____

_____	_____	_____
Area or Building Manager	Signature	Date