

Effective: 9/21/2017	JOB SAFETY ANALYSIS	DEPARTMENT: Center for Neuroscience	JOB TYPE: Office / Computer Work
<i>JOB FUNCTION</i>	<i>POTENTIAL HEALTH OR INJURY HAZARDS</i>	<i>SAFE PRACTICE, OR EQUIPMENT</i>	<i>PERSONAL PROTECTIVE EQUIPMENT (PPE) OR APPAREL</i>

General Office Safety	Office, and worker general hazards and awareness	Refer to EH&S Safety Net #148 for general office hazards and training. Training and enforcement are under the direction of the Chief Administrative Officer.	
General office work	Back strain, eyestrain, repetitive motion injury	Ensure that workstations are ergonomically correct. Refer to EH&S SafetyNet #'s 17, 41, 46, and 96. Training and enforcement are under the direction of the Chief Administrative Officer.	
General office work	Physical injuries due to slips, trips and falls, and falling objects	Keep floors clear of debris and liquid spills. If a spill can't be cleaned immediately, use the "wet floor" sign to warn others of the potential hazard. Keep furniture boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind; use proper footstools or ladders. Do not store heavy objects overhead. Do not top-load filing cabinets, fill from bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and tall file cabinets to walls. Refer to EH&S SafetyNet # 46 and 83. Training and enforcement are under the direction of the Chief Administrative Officer.	Use of slip-resistant shoes may help prevent slips.
General office work	Electrical hazards	Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Replace frayed or damaged electrical cords. Ensure that electrical cords are not wedged against furniture or pinched by doors. Refer to EH&S SafetyNets #109 and #512. Training and enforcement are under the direction of the Chief Administrative Officer.	

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General office work.	Physical injuries due to fires, earthquakes, bomb threats and workplace violence	Attend emergency action and fire prevention plan training including emergency escape drills. Emergency Evacuation information is available at http://safetyservices.ucdavis.edu/article/fire-prevention-safetynets Attend Workplace Violence training offered by UC Davis Police Department. Refer to EH&S SafetyNet # 83. Training and enforcement are under the direction of the Chief Administrative Officer.	
Handling and moving heavy items and equipment	Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries, etc	Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, employ proper lifting techniques at all times. Refer to EH&S SafetyNet #'s 29, 41 and 46. Training and enforcement are under the direction of the Chief Administrative Officer.	Wear proper hand and foot protection to protect against crushing or pinching injuries.

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Entering a laboratory with biological, chemical, radiological agents	Exposure to biological agents, chemical agents, and radiological items	. Training and enforcement are under the direction of the laboratory's Principal Investigator (PI). If you require repeated entry into a lab to work alongside lab workers, but not performing lab related work, additional training is required. Please complete the Lab Safety for Support Personnel online training class at this link http://safetyservices.ucdavis.edu/training/lab-safety-support-personnel .	<ul style="list-style-type: none"> • The minimum protective clothing includes full length pants, or equivalent, and closed toe/heel shoes must be worn at all times by all individuals who are occupying or entering a laboratory. The area of skin between the shoe and ankle should not be exposed • Lab coats or protective garments are required to be worn while working with, or adjacent to, all bench top procedures using hazardous materials. Coats should be buttoned to their full length. Laboratory coat sleeves must be of sufficient length to prevent skin exposure while wearing gloves.
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