



JOB HAZARD ANALYSIS (JHA) – YCC

ACTIVITY: MAIL HANDLING - INNEROFFICE

(CERTIFICATION OF HAZARD ASSESSMENT - 29 CFR 1910.133)

STATION:

DATE PREPARED:

PREPARED BY:

CERTIFIED BY:

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

- Head/Face
- Hearing
- Respiratory (If suspected toxin present)
- Hands (Nitrile gloves)
- Feet
- Body/Other

QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:

- Training in recognizing hazards per this JHA.
- Training in hazard recognition (e.g., suspicious mail).
- Ability to handle heavy/oversized boxes/containers.
- Skill in operating postage meters.

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE
<p>Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, weld, saw, walk, hold, grind, place, etc.). Describe what is done, not how it is done.</p>	<p>For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself, "Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; in contact with; be caught in, on, or between?"</p>	<p>State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, "What can I do to eliminate, modify, guard, identify, or protect against the potential hazard or accident, including such things as how the worker stands, holds, uses, carries, dresses, etc.?"</p>
<ol style="list-style-type: none"> 1. Receive mail into central mail drop area. 2. Sort mail. 3. Open mail as required. 4. Deliver mail. 5. Pick up outgoing mail from required offices. 6. Stamp outgoing mail and leave for collection. 7. Basic mail-oriented housekeeping/precautions. 	<ol style="list-style-type: none"> 1. Possible exposure to potential biological/chemical agent. 2. Cutting fingers/hands on sharp packaging. Possible exposure to potential biological/chemical agent. 3. Cutting fingers on envelopes. Possible exposure to potential biological/chemical agent. 4. Cutting fingers/hands on sharp packaging. 5. Cutting fingers/hands on sharp packaging. 6. Cutting fingers/hands on sharp packaging. 7. Possible exposure to potential biological/chemical agent. 	<ol style="list-style-type: none"> 1. Exercise caution in handling mail by closely observing packages before handling. Wear nitrile gloves. 2. Exercise caution in sorting mail by closely observing packages before handling. Wear nitrile gloves. Follow Occupant Emergency Plan for suspicious letters/packages. 3. Exercise caution in opening mail by closely observing packages before handling. Wear nitrile gloves. 4. Use caution when handling letters/envelopes. 5. Use caution when handling letters/envelopes. 6. Use caution when handling letters/envelopes. 7. Wash hands frequently with soap and water (never bleach). Keep hands away from mouth, nose, and eyes. Initiate standard operating procedure of daily surface cleaning with antimicrobial/antibacterial disinfectant cleaner (e.g., Lysol, etc.).