

# JOB HAZARD ANALYSIS FORM

**Project Name:** \_\_\_\_\_ **Activity:** Preventing Spread of COVID-19 in Workplace **Date:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Completed By:** \_\_\_\_\_ **Page:** 1 of \_\_\_\_\_

<b>STEPS FOR WORK ACTIVITY</b> <small>Identify the primary steps involved in the work activity</small>	<b>POTENTIAL HAZARDS</b> <small>Identify any potential hazards and injuries associated with each step listed</small>	<b>METHODS TO MITIGATE HAZARDS</b> <small>Identify methods that eliminate, control and/or protect workers from the hazard</small>
<p>Preventing the spread of COVID-19 in the workplace including specific work-related activities such as concrete forming, concrete pouring, excavation, mobilization, document handling, breaktime / lunch requirements, and traffic control.</p>	<p>Transmission by close contact with affected person or sharing un-sanitized equipment, documents, tools, etc.</p> <p>Symptoms include: Fever or feeling feverish/chills, cough, shortness of breath.</p>	<p>If someone on the project site presents with symptoms – immediately move them to an isolated area away from others until they can be removed from the site.</p> <p>Clean any surfaces, tools, handles, materials, other operating equipment or devices etc. that another worker has come in contact with. Clean all surfaces of tools, handles, etc. that have come in contact with another worker prior to sharing any equipment. This includes sanitizing all traffic control equipment between shifts.</p> <p>Keep distance of six (6) feet or more from others. During lunch or breaktimes, maintain your six (6) foot distance from all other employees to maintain standards. Ensure proper sanitization of hands, tables and other shared items when finished or returning to work.</p> <p>If certain tasks on the jobsite do not allow for 6 feet of distance between workers or tools must be shared, each worker must wear the proper PPE to avoid being exposed to the other. This includes safety glasses/goggles, face shield/mask, and gloves.</p> <p>When handling documents, laminate any shared documents whenever appropriate, and sanitize with disinfecting wipes between users.</p> <p>Do not shake hands or hug others.</p> <p>Keep a supply of disinfecting wipes, hand sanitizer, tissues, etc. on hand for workers to use. Provide a no touch disposal method for used tissues, wipes, etc.</p> <p>Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.</p>

		<p>Cover your cough or sneeze with your sleeve or disposable tissue.</p> <p>Avoid touching your face – eyes, nose, mouth, etc.</p> <p>If possible, do not use other’s tools and equipment. Clean common areas frequently.</p> <p>If you have a cough, sore throat or a fever – STAY HOME. Call your healthcare provider.</p> <p>If someone in your household is sick – STAY HOME.</p>
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<b>EQUIPMENT and/or CHEMICALS TO BE USED</b> <small>List any equipment/chemicals to be used for the work activity</small>	<b>INSPECTION REQUIREMENTS</b> <small>List any inspection requirements for equipment listed</small>	<b>TRAINING REQUIREMENTS</b> <small>List any training or SDS review requirements</small>
Hand washing stations  Hand sanitizer  Anti-bacterial wipes  No touch garbage can  Rubber gloves  Safety glasses, shields or masks	Clean any common areas frequently throughout the day.  Inventory supplies daily – replenish as necessary.	Post CDC guidelines for washing hands  Post CDC guidelines for slowing the spread of virus.  Train workers on keeping worksite clean

**Worker acknowledgment (please print name)**

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2.		4.		8.	