# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

<table>
<thead>
<tr>
<th>ITEM THAT JSA IS BEING WRITTEN FOR:</th>
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<tbody>
<tr>
<td>Corning Hot Plate, Model PC-400D</td>
</tr>
<tr>
<td>Wilson Library, North Carolina Collection</td>
</tr>
<tr>
<td>(Student processors use the hot plate for adhering labels to books.)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Title</th>
<th>Work Task</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
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<tbody>
<tr>
<td>Pre-plan:</td>
<td>Speak with supervisor about the tasks performed, work area, and equipment</td>
<td></td>
<td>Proper signage in place: &quot;Work area: CAUTION hot surface&quot;. Maintain a clean, clutter free perimeter in Labeling work area. Yellow tape indicates work area to mark off.</td>
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<tr>
<td>Prepare for labeling:</td>
<td>Fire hazard Electrical hazard Lifting hazard Hands hazard</td>
<td>Do not use if cord is damaged or frayed. Maintain good housekeeping in work location. Be sure to use the proper lifting and carrying techniques.</td>
</tr>
<tr>
<td>Begin label process:</td>
<td>Fire hazard Electrical hazard Burn hazard Lifting hazard Cutting hazard</td>
<td>Hot Top indicator: indicates the top is too hot to touch. &quot;Never touch Hot Plate to check temperature” Use hot top indicator to determine temperature. If scissors are used, be sure to use sharp</td>
</tr>
</tbody>
</table>
activate the adherent.

3. Place labeled books on the shelving cart.

Lifting hazard

Be sure to use the proper lifting and carrying techniques. (Your pivot feet to turn verses twisting at the waist, get assistance if needed.)

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<td>Completing label process:</td>
<td>1. Turn knob to the 'OFF' position.</td>
<td>Once the Hot Top indicator no longer flashes, the surface is cool, and the cord can now be unplugged. Wait until Hot Top is cool before leaving work area.</td>
</tr>
<tr>
<td>2. Remove &amp; properly store remaining books from the area that have not been labeled.</td>
<td>Fire hazard Burn hazard Lifting ha</td>
<td></td>
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Training

Employees must have hands on training in the proper use of this piece of equipment. Supervisor is to fill out the ‘Supervisor Led Training Form’ and turn in the form to UNC-CH Environment, Health and Safety for documentation of proper training.

Created

Eileen H. Dewitya

Referenced Material

Corning Hot Plate PC-400D Instruction Manual

Contact Info

For more information about this JSA and other JSA’s contact:
Department of Environment, Health and Safety  UNC-CH, 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650
(919) 962-5507  www.ehs.unc.edu