



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

ITEM THAT JSA IS BEING WRITTEN FOR:

Corning Hot Plate, Model PC-400D
 Wilson Library, North Carolina Collection
 (Student processors use the hot plate for adhering labels to books.)



Title	Work Task	Hazards	Controls
Pre-plan:	Speak with supervisor about the tasks performed, work area, and equipment		Proper signage in place: "Work area: CAUTION hot surface". Maintain a clean, clutter free perimeter in Labeling work area. Yellow tape indicates work area to mark off.
	Work Task	Hazards	Controls
Prepare for labeling:	1. Check area around hot plate for hazards. Combustible materials such as paper etc. 2. Check condition of hot plate (cord, temperature setting) 3. Gather books and labels.	Fire hazard Electrical hazard Lifting hazard Hands hazard	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.
Begin label process:	1. Plug-in and turn on heat plate. Turn knob to 150c . When the hot top indicator appears, the heat plate is ready to use. 2. Place label on book, gently rotate item on the hot surface to	Fire hazard Electrical hazard Burn hazard Lifting hazard Cutting hazard	Hot Top indicator: indicates the top is too hot to touch. “Never touch Hot Plate to check temperature” Use hot top indicator to determine temperature. If scissors are used, be sure to use sharp

	activate the adherent. 3. Place labeled books on the shelving cart.	Lifting hazard	objects with care. Be sure to use the proper lifting and carrying techniques.(Your pivot feet to turn verses twisting at the waist, get assistance if needed.)
Work Task		Hazards	Controls
Completing label process:	1. Turn knob to the 'OFF' position. 2. Remove & properly store remaining books from the area that have not been labeled.	Fire hazard Burn hazard Lifting ha	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.
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: <i>Department of Environment, Health and Safety</i> UNC-CH, 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 • www.ehs.unc.edu		