

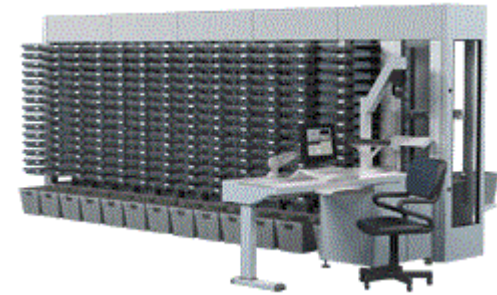


# Job Safety Analysis


Safety Information for The University of North Carolina at Chapel Hill

## JOB SAFETY ANALYSIS TOPIC:

Operating the Opex Mail Matrix



Title	Work Task	Hazards	Controls
Preplan the work	Setting up run on PC  Dress properly	Improper set-up  Loose clothes, jewelry or long hair can be caught in moving parts	Using improper set-up can lead to injury  Do not wear loose clothing or jewelry. Keep hair, clothing and hands away from moving parts.
Before the job	Check for objects (i.e., mail, tools, etc.) on the conveyor and iBot loading areas	Damage to or jamming of Mail Matrix	Remove objects prior to starting
Using the Mail Matrix	Keep hands away from moving parts  Entering machine to remove fallen mail or malfunctioning iBOT	Hand injury  Injury from accidental startup	Always stop machine to remove a jam or make minor adjustments  Turn off machine and use lockout and tagout on main power switch

Storage and Clean up	Properly clean up	Injury from moving parts	Turn off machine prior to cleaning
<b>Training</b>	<p>Employees must have hands on training in the proper use of this machine.</p> <p>Employees must take the online Lockout Tagout course.</p>	Supervisor must fill out the ‘Supervisor Led Training Form’ and turn in the form to UNC-CH Environment, Health and Safety for documentation of proper training	
<b>Created By</b>	Kim Haley, Industrial Hygienist 3/19/19		
<b>Contact Info</b>	<p>For more information about this JSA and other JSAs, contact:  <i>UNC-CH Department of Environment, Health and Safety</i>  1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650  (919) 962-5507 ☎ <a href="http://ehs.unc.edu">http://ehs.unc.edu</a></p>		 <b>UNC</b> ENVIRONMENT, HEALTH & SAFETY