

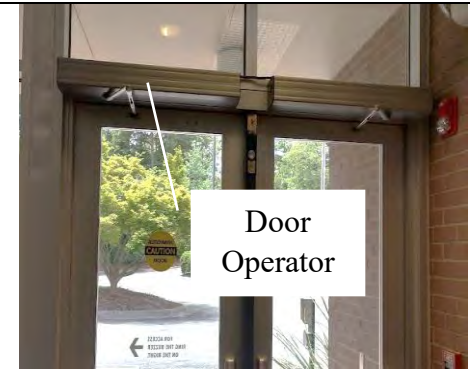


# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

## JOB SAFETY ANALYSIS TOPIC:

Servicing Handicapped Door Operators:  
Access Control Technicians



Title	Work Task	Hazards	Controls
Preplan the work	Gather proper tools for job	Improper tool selection	Improper tool selection can lead to injury
Before servicing	Place door out of service to prevent use of door while servicing	Injury to employee or pedestrian	Place signage/caution tape on door to prevent entry
Servicing Door Operators	Remove operator cover and observe if there is an error code on controller  Repair/replacement of controller due to electronic malfunctions (Errors E01 and E02)	None  Exposure to shock hazards	None  Turn off 120 V power to operator and perform lockout tagout. Then unplug electrical connections to remove controller.

	<p>Repair/replacement of closer due to hydraulic malfunction (Error E03). Must remove controller to access closer.</p> <p>Observe electrical malfunction (Error E04)</p>	<p>Exposure to shock and mechanical hazards</p> <p>None</p>	<p>Turn off 120 V power to operator and perform lockout tagout. Then unplug electrical connections to remove controller and access closer.</p> <p>Report malfunction to supervisor to create work order for an electrician to verify power to operator.</p>
After Servicing	Place Door Operator in Normal Operation	Exposure to shock hazards	Remove lockout tagout only after all electrical connections have been made. Test door operation. Replace operator cover.
Clean up	Properly clean up	None	Remove all tools from work area. Remove “out of operation” signage and caution tape.
<b>Training</b>	<p>Employees must have hands on training in the proper servicing 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 and Todd Going, Director of Building Services 6/24/19		

**Contact Info**

For more information about this JSA and other JSAs, contact:

*UNC-CH Department of Environment, Health and Safety*

1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650

(919) 962-5507 ☎ <https://ehs.unc.edu/>



**UNC**  
ENVIRONMENT,  
HEALTH & SAFETY