



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

Student Mail Center Movable Storage Shelves



Title	Work Task	Hazards	Controls
Pre-Plan Work	<p>Make sure the packages are checked in and logged correctly when received from carriers.</p> <p>Don PPE: Closed toe shoes, gloves (depends on package)</p>		Follow the US Postal guidelines when handling receiving and shipping packages.
Loading /Lifting	<p>Make sure the wheels are locked on shelves while loading.</p> <p>Start loading from the bottom to top shelf.</p> <p>Large and heavy items go on bottom shelf.</p>	<p>Hand Injury</p> <p>Back Injury</p> <p>Foot Injury</p>	Do not stack items too high on top shelf.

Moving/Transporting	Pushing shelves to different locations throughout mail center for storage.	Back Injury Foot Injury	Always use team lifting/moving techniques. Make sure shelves are not blocking exits or exit paths.
Training	Mail Center Training, Lift, Move, and Carry Training		
Created by	Neah Tucker, Workplace Safety Officer		
Contact Info	<p>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 ● https://ehs.unc.edu/</p>		