



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:


Floor Buffer



Title	Work Task	Hazards	Controls
Before the job	<p>Thoroughly review and understand the manufacturer's operator's manual paying extra attention to safety procedures for the piece of equipment.</p> <p>Inspect the electrical cord to ensure that is in good repair and that the cord is not frayed or have any exposed wiring. Also make sure that all the prongs are in place.</p>	<p>Serious Injury due to improper use of the equipment.</p> <p>Electrical Shock Injury</p>	<p>Serious injuries can occur if the equipment is not used according to the manufacturer's safety standards.</p> <p>Electrical shock can occur if damaged/faulty cords are utilized. If the equipment has a damaged cord remove the piece of equipment from use (LOTO) until it is repaired and deemed safe for use.</p>

Title	Work Task	Hazards	Controls
Using the equipment	<p>Always operate the equipment according to the manufacturer's operation procedures.</p> <p>Always use two hands when operating the equipment.</p>	<p>Serious injury due to improper use of the equipment.</p> <p>Serious injury due to losing control of the equipment.</p>	<p>Serious injuries can occur if the equipment is not used according to the manufacturer's safety standards.</p> <p>By using two hands while operating the equipment the operator has full control of the floor buffer.</p>

	<p>Always pay attention to the task at hand while operating the equipment.</p> <p>Use proper lifting techniques to prevent back injury if you must lift the equipment.</p> <p>Always unplug the floor buffer before performing any maintenance/repairs.</p>	<p>Serious injury due to inattention.</p> <p>Back Injury and strain injury</p> <p>Workplace injuries</p>	<p>Inattention is one of the leading causes of injury in the workplace. Always pay attention to what you're doing and your surroundings.</p> <p>Bend at the knees and keep your back straight while lifting the equipment and stay focused on what is in front of you to prevent a slip, trip, and fall injury.</p> <p>It's always a safe practice to unplug a piece of equipment before performing any maintenance/repair. This will prevent the equipment from turning on while your hands and other body parts are near a portion of the equipment that can cause bodily harm.</p>
Clean Up	Clean the site to ensure area stays clean		
Training	Employees must have hands on training in the proper use of this piece of equipment.		Supervisor is to fill out and turn in the form to UNC-CH 'Supervisor Led Training Form' to Environment, Health and Safety for documentation of proper training
Created By	Seth Teague, Workplace Safety Field Specialist		

Referenced Material			
Contact Info	<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 ☎ https://ehs.unc.edu/</p>		<p>UNC ENVIRONMENT, HEALTH & SAFETY</p>