

# AREA HAZARD ANALYSIS WORK FORM

**Title:** B120 Stockroom

**Location (Bldg & Rm)** 120/105

**Instructions:**

An Area Hazard Analysis (AHA) is a process that is used to evaluate a work area to 1) determine the hazards that may be present 2) determine appropriate controls for these hazards and 3) provide a mechanism to communicate these hazards to someone entering the area. The AHA covers the facility and equipment within the facility. It does not cover specific jobs/tasks that may be performed in the area. Job/task specific hazards and controls are covered by the JHAM process.

The AHA should be done by the area manager, in cooperation with the Building Manager. An AHA should be done once for all working areas and whenever there is a change in to the facility or regulations or the introduction of new equipment or new hazard.

Enter information into boxes which will expand to accommodate whatever length of text is entered. Once this AHA is complete, the area responsible person signs.

Processes / Equipment in Area	Hazards	Recommended Controls & Actions
Tool crib, material storage, shipping and receiving, and material handling.	<ul style="list-style-type: none"> <li>Flying/falling boxes and assorted equipment and parts during an earthquake.</li> <li>Tripping because of clutter and small spaces</li> <li>Back strain due to lifting</li> </ul>	<ul style="list-style-type: none"> <li>Store materials and loan equipment only in assigned areas.</li> <li>Do not encroach on marked aisles.</li> <li>Do not enter into cluttered areas and report clutter problems to Operations or Facilities.</li> <li>Use appropriate equipment for moving heavy items.</li> </ul>
Office equipment	<ul style="list-style-type: none"> <li>Electrical shock hazard</li> </ul>	<ul style="list-style-type: none"> <li>Do not daisy-chain extension cords or power strips.</li> <li>Insure cords are in good condition, plugged into a rated outlet and located so as not to be a trip hazard.</li> </ul>
Hazardous Materials	<ul style="list-style-type: none"> <li>Eye and skin injury, inhalation and ingestion injury if packages are accidentally opened</li> </ul>	<ul style="list-style-type: none"> <li>Do not handle hazardous materials received in the stockroom. Insure that MSDS arrives with all such materials.</li> </ul>
Box cutters, hand tools	<ul style="list-style-type: none"> <li>Skin injury due to contact with sharp edge of tool</li> </ul>	<ul style="list-style-type: none"> <li>Use tool for its intended purpose</li> <li>Cut away from body</li> <li>Use PPE (gloves, safety glasses)</li> </ul>

Completed by	Print Name	Date
<b>Area Responsible:</b>	Glen Kerr	8/6/08
<b>Participants:</b>		

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