



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 30
Job/Task Title: Covering and Cleanup		
Safe Job Procedure:		Revised 1/2024
<p>This JHA is for the safe and successful covering of existing or new finishes and the cleanup of the jobsite. Emphasis is placed on wearing the proper PPE and dust management.</p>		
<p>Required PPE: Hard Hat, Safety Glasses, Hi-Vis Vest, Cut-4 Gloves, and Work Boots</p>		
<p>Review JHA's 26,31: Material Handling, Lock Out-Tag Out (LOTO)</p>		
Step #1 Work Area Inspection		
Steps to Complete Job	Hazards	Preventive Measures
Survey and set up the work area.	Workers can be cut on sharp materials, sharp edges, or equipment. Possible trips, falls, and being struck by loose debris or unsecure materials.	1) Hard Hat, Safety Glasses, Hi-Vis vest, Cut-4 Gloves, and Work Boots.
		2) Identify, eliminate, or mark all trip hazards such as, open holes, slippery conditions, rolling stock, or changes in elevations.
		3) Correct or note any changes in work area since last leaving it.
		4) Pickup loose materials and remove debris from work area.
Identify any stored energies in the work area that could be released due to the work being performed, or by being damaged.	Workers could release unknown or unsuspected energy due to damage, removal of system components, or exposure of system components.	1) Relocate stored energy components or system from work area.
		2) Deenergize and install LOTO (JHA #31) procedures to stored energy source.
		3) Install bulletproofing or mitigation to protect stored energy source.
		4) Barricade and tag area around stored energy source.
Walk area to ensure that there is adequate lighting and electrical power supply.	Lack of lighting can impair the ability to see, causing trips, falls, cuts, etc. Lack of sufficient electrical power can cause circuit overloads and excessive number of electrical cords in the area.	1) Have temporary task lighting provided before work begins.
		2) Have temporary power provided before work begins.
		3) Minimize electrical cords in area. Verify the cords in use are rated for their expected use.
		4) All cords and lighting to be GFCI protected.
		5) All cords to be tested and marked according to current Assured Grounding protocol.



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Coordinate work in the area with other trades.	Possible confusion and conflict due to multiple trades working in a limited area.	1) Communicate with other trades to avoid creating a hazardous situation by trade stacking. Coordination.
Step #2 General Jobsite Covering		
Steps to Complete Job	Hazards	Preventive Measures
Covering/ protecting both new and existing finishes.	Worker has the potential to be exposed to strains, sprains.	1) Stretch and flex before beginning of shift and after lunch. Stretch throughout the shift when needed to reduce or eliminate muscle strains.
		2) Use proper lifting techniques and get help with heavy awkward loads.
		3) Avoid twisting while lifting.
	Worker has the potential to be exposed to trips, falls and being struck-by.	1) Secure all covering materials so they do not create a trip hazard or nuisance hazard.
		2) Create appropriate access and egress points that will accommodate workers and the work being performed.
		3) Eliminate any hazard or potential for hazard before covering it.
		4) Covered material must be secured against any inclement weather or possible damages.
Step #2 General Jobsite Cleanup		
Steps to Complete Job	Hazards	Preventive Measures
Cleaning up jobsite.	Worker has the potential to be exposed to trips, falls, struck-by, and cut hazards.	1) Plan the clean up so clearing does not have to be repeated.
		2) Fold covering material into itself, so loose material does not fall onto floor and dust is contained.
		3) Place covering material and debris immediately into dump buggies.
		4) Use "Kleene Sweep" or similar additive when sweeping to minimize dust. N95 Dust mask required when sweeping.
		5) Use floor scrapers for material that has adhered to the floor.
		6) Empty all buggies before leaving for the day.