

Job Safety Analysis (Generic)

Title: NALC Good Idea - Elevating Mail from the Floor

***Note: This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).**

Location (e.g., Station, Branch, Plant) Name: Street Address 1: City: State: Zip Code: Area: PC:	Job Description: Removing Mail from the Floor (Reducing Repetitive Bending) Location Description: Workroom Floor – Carrier Case	Titles of Employees Performing the Job: Clerks and Carriers	Occupational Codes:
Author	Local Reviewer	Local/Area/National Reviewer	
Name: NALC Joint Safety Task Force Title: Members Date: 2/25/2008	Name: Date: Approval:	Name: Date: Approval:	
Sequence of Basic Steps	Potential Hazards and Effects	Safe Work Practices	Required PPE*
1. Place mail on an elevated work surface	1.1. Hazard: Placing load onto a low level surface Effect: The lifting hazards are repeated for the next lifter. Back, shoulder, and knee strain while lowering the load to the floor. 1.2. Hazard: Mail falling to the floor Effect: Struck by, or slip/trip/falling hazard	1.1. Invert plastic milk crates or tubs on the floor (or other appropriate alternatives) to elevate the mail and reduce repetitive bending/ reaching. 1.2. Position mail so that it rests securely on the platform	Appropriate Footwear (all sections).
2. Removing mail from an elevated surface.	2.1. Hazard: Improper lifting techniques Effect: Strain when handling mail	22.1. Use safe lifting techniques	
Ergonomic Risk Assessment:	Health Risk Assessment Code:	Safety Risk Assessment:	
Qualitative/Quantitative Exposure Assessment Data		Supporting Postal Service Policy Documents	
Supporting Safety Talks Supporting JSAs		Required Training	
Safe Lifting		Course No.	Course Title: