

NPS/ROMO/ - Continental Divide Research Learning Center  
**JOB SAFETY ANALYSIS (JSA)**

<b>JOB TITLE:</b> Using Hand Tools (Based on JHA from GLACIER)	<b>DATE:</b>	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB LOCATION:</b>	<b>DIVISION:</b>	<b>BRANCH:</b>
<b>NAME OF EMPLOYEE(S) INVOLVED IN ANALYSIS:</b>	<b>SUPERVISOR:</b>	<b>DIVISION CHIEF:</b>

<b>REQUIRED AND / OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Goggles, gloves, mask, back belt, hearing protection
--	--

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS UNSAFE ACTS OR CONDITIONS	RECOMMENDED ACTION OR PROCEDURE
Bring material to work area	<ul style="list-style-type: none"> <li>• Back strain, tripping, splinters, pinched digits</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper lifting techniques and back belt</li> <li>• Flag and secure material</li> <li>• Clear a level walking path</li> <li>• Wear gloves</li> </ul>
Selection of proper tools and preparation	<ul style="list-style-type: none"> <li>• Not knowing proper techniques</li> <li>• Not having the right tool for the right job</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for help and advice</li> <li>• Wear eye and hearing protection</li> <li>• Wear proper fitting gloves</li> <li>• Make sure safety devices on saws are operating</li> <li>• Clear area of other people</li> </ul>
Cutting material with saw, box cutter, or razor blade	<ul style="list-style-type: none"> <li>• Material shifting, falling, binding</li> <li>• loss of digits, severe lacerations</li> </ul>	<ul style="list-style-type: none"> <li>• Wear eye and hearing protection</li> <li>• Wear proper fitting gloves</li> <li>• Make sure safety devices on saws are operating</li> <li>• Clear area of other people</li> <li>• Keep body away from cutting edges</li> <li>• Use push sticks</li> <li>• Feed material correctly through saw</li> </ul>
Using hammer and screwdrivers	<ul style="list-style-type: none"> <li>• Pinching, back strain, smashing, cutting</li> <li>• Eye injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Wear eye protection</li> <li>• Wear proper fitting gloves</li> <li>• Clear area of other people</li> </ul>
Using shovels, hoes, and rakes	<ul style="list-style-type: none"> <li>• Pinching, back strain, smashing, cutting</li> <li>• Eye injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Wear eye protection</li> <li>• Wear proper fitting gloves</li> <li>• Clear area of other people</li> <li>• Use proper lifting techniques</li> <li>• Do not leave tools laying around</li> <li>• Carry tools in front of you, not over your shoulder</li> </ul>
Clean work area	<ul style="list-style-type: none"> <li>• Back strain, tripping, splinters, pinched digits</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper lifting techniques and back belt</li> <li>• Clear a level walking path</li> <li>• Wear gloves</li> <li>• Store tools in protective covers and toolbox</li> </ul>