

Job Safety Analysis

Task:

Digging - Using a Shovel

t018

4/7/20

Group/Department:

Custodial

Reviewed By:

D Vanderleest

LN#	Task	Hazard	Control
1	Prepare Work Area	Pedestrians and Vehicle Traffic Entering Work Area	Prior to beginning work place safety cones, flagging tape and/or barricades around area.
2	Prepare to Use Shovel	Splinters, Cuts, and Bruises	Ensure tool handle is in good shape, shovel handle and base are firmly attached. Wear leather gloves to protect hands.
3	Using Shovel	Back Strain or Injury	Pivot instead of twisting when throwing soil or materials to one side: Keep left foot forward with feet well separated. Load shovel moderately, and pull load in close. Keep right foot planted and move left foot back and to the left, toward where you are throwing the material. If throwing material to the right, keep left foot planted and pivot with the right foot. Stretching the body, especially the back, prior to work such as digging is

Required Equipment:

Non-Slip Shoes, Rubber Gloves, Safety Glasses or Shield,

Required Training:

SAFESCHOOLS - Hand and Power tool Safety
SAFESCHOOLS - General Safety Orientation

Wednesday, June 10, 2020

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			highly recommended. Avoid long periods of the same activity; perform other tasks intermittently, if possible, take short breaks to stretch.
			IF LEFT HANDED, REVERSE FOOT PLACEMENT
4	Using Shovel	Cuts and/or Scrapes from blade	Use appropriate protection for legs. Wear boots.

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