

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

| Job Hazard Analysis (JHA) | | Humboldt State University Department of Risk Management and Safety Services 1 Harpst St., Arcata ,California 95521 Phone: (707) 826-3302 https://risksafety.humboldt.edu/environmental-health-safety-0 |
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| Location: Housing and FM | | Date: 4/19/20 |
| Job: Sorting Mail | | |
| Personal Protective Equipment (PPE): | | |
| <ul style="list-style-type: none"> ● Gloves (<i>Optional</i>) | | |
| Training: | | |
| <ul style="list-style-type: none"> ● CSULearn Social Distancing Training ● Glove Use (if selected and approved by EH&S) ● Review all related administrative controls related to this job(bolded below) | | |
| TASKS | HAZARDS | CONTROLS |
| Receiving Incoming Mail | Worker Exposure from Contaminated Mail | <ul style="list-style-type: none"> ● Wear gloves (must still practice good Hand Hygiene) ● <i>Alternatively</i>, no gloves and hand hygiene are sufficient. No gloves allows for intermittent hand sanitizer use(sanitizer breaks down some glove materials) ● Follow applicable admin controls regarding Exposure Reduction |
| | Cross Contamination | <ul style="list-style-type: none"> ● Admin control: avoid touching objects not related to task, like phone or computer (see Cross Contamination Guidance). ● Decontaminate all job related objects once complete |
| Sorting Outgoing | Worker Contaminating Outgoing Mail | <ul style="list-style-type: none"> ● Admin Control: Employee to wear face covering which reduces the likelihood of employee touching their mucous membranes while working and reduced likelihood of droplet production. ● Gloves DO NOT PREVENT worker contaminating mail, unless worn in conjunction with face covering and when properly trained on glove use and cross contamination |

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| Mail Distribution(in person) | Exposure via Personal Contact | <ul style="list-style-type: none">● Admin Controls: Follow Internal Social Distancing Protocols (e.g. customer stands 6 feet away, states their name, employee retrieves mail, places it on the counter and steps back, customer retrieves mail, no contact. If photo ID is required- customer to place on counter and step back, employee looks without touching and steps back, customer retrieves ID.● Admin Controls: All customers wearing face coverings will reduce risk of exposure through contact |
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