



Appendix D: Job Hazard Analysis for Yellow Code Operation

Isolated Employee Situation

JOB HAZARD ANALYSIS FORM	DEPARTMENT: Centers/Colleges
---------------------------------	-------------------------------------

JOB TASK: Isolated employee situations	QUALIFIED POSITIONS:
---	-----------------------------

ACTIVITY / TASK	POTENTIAL HAZARD IDENTIFICATION	RECOMMENDED PRECAUTIONS
Computer work within an office	Someone entering office unknowingly.	Post an "Occupied" sign and close the door when working inside office. Visitors must knock and remain at the door of the office where 6 feet is available between the desk and the door. For offices smaller than 6 feet, a marker must be placed 6 feet from the desk. Disinfection required between workers.
Work at a test stand or lab bench	Worker could injure themselves and require help.	Safety watch should be established 6 feet from perimeter of work area. PPE (mask, gloves, disposable jacket or suit) should be available for use in event of injury for safety watch. Disinfected mask can be checked out from OEHS per shift. One safety watch could monitor several work stations by radio.
Work at a test stand or lab bench	Contamination of surfaces during shift.	Upon end of shift or work cycle, worker dons surgical mask and gloves and disinfects all horizontal surfaces with Renown #6 cleaner. Posts note on door with last date and time of disinfection with initials.
Work at a test stand or lab bench	Potential contamination by previous employee.	Upon beginning of shift or work cycle, worker dons surgical mask and gloves and disinfects all horizontal surfaces with Renown #6 cleaner. Posts note on door with the word "Occupied".



Multi-Employee Situation

JOB HAZARD ANALYSIS FORM	DEPARTMENT: Centers/Colleges
---------------------------------	-------------------------------------

JOB TASK: Multi-employee situations (less than 5 employees)	QUALIFIED POSITIONS:
--	-----------------------------

ACTIVITY / TASK	POTENTIAL HAZARD IDENTIFICATION	REQUIRED / RECOMMENDED PRECAUTIONS
Work station that can be designated for one person.	Someone entering office unknowingly.	Establish a 6 foot buffer around the work station using tape or plastic to isolate. Allow only one employee within the areas. If another employee must enter for a separate work cycle, disinfect all horizontal surfaces and controls with Renown #6 between employees. Surgical Mask and gloves acceptable.
Work station that is routinely shared during shift. Example: People performing various tasks must enter data in a common computer.	Contamination of air and surfaces.	Disinfect work station between each use by cleaning horizontal surfaces with Renown #6 or an equivalent cleaner. Surgical Mask and gloves required at all times.
Work that requires multiple individuals to perform a safe lift or align/evaluate a process or item.	Contamination of air and surfaces.	Surgical mask with face shield, gloves and disposable tyvek or coat required for all individuals. Gloves should be disposed between tasks. Employees should monitor each other and remind not to touch face. Disinfect horizontal surfaces between shifts.
Person reports Covid-19 positive test	Potential contamination of co-workers	Self-isolate for 14 days for positive person. Self-monitor/self-isolate for those in contact with person. Contact OEHS to determine if risk level requires swab testing of surfaces.