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| **Job Hazard Analysis (JHA)** | Humboldt State UniversityDepartment of Risk Management and Safety Services1 Harpst St., Arcata ,California 95521Phone: (707) 826-3302 <https://risksafety.humboldt.edu/environmental-health-safety-0> |
| **Location: Housing and FM** |
| **Job:** Sorting Mail | **Date: 4/19/20** |
| **Personal Protective Equipment (PPE):** * Gloves (*Optional*)
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| **Training:** * CSULearn Social Distancing Training
* Glove Use (if selected and approved by EH&S)
* Review all **related administrative controls** related to this job(**bolded below**)
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| **TASKS** | **HAZARDS** | **CONTROLS** |
| Receiving Incoming Mail | Worker Exposure from Contaminated Mail | * Wear gloves (must still practice good **Hand Hygiene**)
* *Alternatively,* 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**
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| Cross Contamination | * Admin control: avoid touching objects not related to task, like phone or computer (see **Cross Contamination** Guidance).
* Decontaminate all job related objects once complete
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| Sorting Outgoing  | Worker Contaminating Outgoing Mail | * 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 | * 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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