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| **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> |
| **Location: Housing and FM** | | |
| **Job:** Sorting Mail | | | **Date: 4/19/20** |
| **Personal Protective Equipment (PPE):**   * Gloves (*Optional*) | | | |
| **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**) | | | |
| **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** | |
| 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 | |
| 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 | |
| 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 | |