Non-Laboratory Job Safety Analysis &
Personal Protective Equipment
Certification Instructions

Introduction
The Cal/OSHA Injury and Illness Prevention Program (IIPP) regulation (8 CCR §3203) and Personal Protective Equipment (PPE) regulation (8 CCR §3380) require employers to:
1) List the tasks and activities employees perform, assess the hazards and establish the required controls, and;
2) Establish and train employees on hazard assessment findings and required personal protective equipment (PPE), if any, for each task or activity.

Engineering and/or administrative controls should be the first choices for controlling hazards. PPE is the last resort.

NOTE: Laboratory workers must use the online Laboratory Hazard Assessment Tool (LHAT) for PPE hazard assessment.

Step 1: Select assessment category
Hazard assessments are conducted for areas (worksite), job activities/categories, tools, equipment or for individuals. For ease of assessment, grouping similar tasks, activities, tools and equipment into categories is highly recommended. The hazard evaluator must record the location, employee’s name or position title that is being assessed and sign and date the assessment form.

Step 2: Inform affected employees of the process
Involve affected employees in the assessment, if possible. Discuss the reasons for the assessment and the procedures being used to review the job procedures (tasks), potential hazards and the PPE currently in use or needed.

Step 3: Part I- Job Safety Analysis
A. Identify activities (i.e. tasks, procedures, equipment/tool use) by interviewing supervisors, Principal Investigator and other experienced employees. Activities can be general (i.e. “general office work”) or specific (i.e. operating a table saw).
B. Consider and list the potential employee injury hazards of each activity, task, tool or equipment, such as:
   • Asphyxiation (i.e. confined spaces, oxygen deficient environments)
   • Chemical or biological exposure (i.e. inhalation, ingestion, skin contact, eye contact or injection)
   • Compression (i.e. roll-over or pinching objects, caught in between objects)
   • Cuts/Penetration (i.e. sharp objects piercing foot/hand, needle sticks)
   • Dust/flying debris (i.e. grinding, chipping, sanding)
   • Electrical (i.e. shock, short circuit, arcing, static)
   • Fall (i.e. slip/trip, scaffolds, elevated heights, unprotected elevated edges)
   • Impact (i.e. falling/flying objects, struck by or against an object)
   • Noise (i.e. mechanical rooms, machines, cage washing, jackhammers)
   • Radiation (ionizing: i.e. X-rays, radio-isotopes)
   • Radiation (non-ionizing: i.e. UV/IR/light, lasers, medical applications, welding, brazing, cutting, furnaces)
   • Temperature extremes (i.e. heat/cold)
C. Describe controls (training, SOPs, machine guarding, safe work practices, or administrative controls) to eliminate or minimize the potential risk of the hazard
D. Identify the need for PPE. If needed, complete Part II
E. Evaluator signs and dates the hazard assessment
F. Train employees on assessment findings and make assessment accessible
G. Update assessment when new hazards are introduced or identified
Step 4: Part II- PPE Hazard Assessment/Certification (If Needed)
After completing the Job Safety Analysis (Part I), **if PPE is required** for a certain activity, task, tool, or equipment, complete Part II. Select the PPE per body part protected (i.e. safety glasses for eyes). Document the required PPE. For help with proper PPE selection, contact healthandsafety@ucdavis.edu or consult the Safety Services PPE Selection guide.

The PPE Hazard Assessment/Certification procedure is as follows:
- **A.** List activities identified in Part I as needing PPE
- **B.** Identify the body part needing protection
- **C.** Describe the required PPE (i.e. nitrile gloves, safety goggles)
- **D.** Evaluator sign and date the certification statement
- **E.** Review the PPE Hazard Assessment/Certification with affected employees
- **F.** Provide PPE and train employees on the required PPE, proper use and maintenance
- **G.** Document the training date and employee’s printed name and signature
- **H.** Make this document accessible to employees

Step 5: Revise and re-assess
Update departmental protocols with new or modified PPE requirements, when applicable. Conduct periodic reassessments. Identify and evaluate:
- New equipment and processes
- Injury and illness reports
- Near-miss reports
- Accident records
- Suitability of previously selected PPE