

WORKPLACE HAZARD ASSESSMENT

I am reviewing (check the appropriate box):	☐ A worksite	Specify location: Publications Unit / Labor Building			
	☒ A single employee's job description	Name of employee: Jeff Wilson			
		Working title of position: Graphic Artist			
	Position Number: 01017130				
	☐ A job description for a class of employees	Working title of positions: Graphic Artist			
		Position Number(s):			
Your Name: Mike Daniels		Department: NC Dept of Labor		Date: 01-29-16	
	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.				
	Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:	
	Chemical Exposure	Yes ☐	No ☒	when changing toner in copier, toner dust, may disperse in air	Follow MSDS sheets on chemicals Splash Proof Safety Goggles provided, not required
	High Heat/Cold	Yes ☐	No ☒		
	Dust/Flying Debris	Yes ☒	No ☐		
	Impact	Yes ☐	No ☒		
	Light/Radiation	Yes ☐	No ☒		
	HEAD HAZARDS: Tasks that can cause head injury include: working below other workers who are using tools or materials that could fall; working on energized electrical equipment or utilities; and, working in trenches or confined spaces.				
	Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:	
	Impact	Yes ☐	No ☒		
	Electrical Shock	Yes ☐	No ☒		
FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; foundry operations; materials handling; renovation or construction; electrical work; and, spray finishing or other work with flammable or explosive materials.					

WORKPLACE HAZARD ASSESSMENT

I am reviewing (check the appropriate box):	☐ A worksite	Specify location: Publications Unit / Labor Building		
	☒ A single employee's job description	Name of employee: Jackie Stump		
		Working title of position: Graphic Artist		
	Position Number: 60012927			
	☐ A job description for a class of employees	Working title of positions: Graphic Artist		
		Position Number(s):		
Your Name: Mike Daniels		Department: NC Dept of Labor		Date: 04/05/17
	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
	Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
	Chemical Exposure	Yes ☐	No ☒	when changing toner in copier, toner dust, may disperse in air Follow MSDS sheets on chemicals Splash Proof Safety Goggles provided, not required
	High Heat/Cold	Yes ☐	No ☒	
	Dust/Flying Debris	Yes ☒	No ☐	
	Impact	Yes ☐	No ☒	
	Light/Radiation	Yes ☐	No ☒	
HEAD HAZARDS: Tasks that can cause head injury include: working below other workers who are using tools or materials that could fall; working on energized electrical equipment or utilities; and, working in trenches or confined spaces.				
Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:	

	Impact	Yes ☐	No ☐ X		
	Electrical Shock	Yes ☐	No ☐ X		
	FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; foundry operations; materials handling; renovation or construction; electrical work; and, spray finishing or other work with flammable or explosive materials.				
	Check the appropriate box for each hazard:		Description of hazard(s):		Based upon the hazard assessment, the following PPE is required:
	Chemical Exposure	Yes ☐	No ☐ X		
	High/Heat Cold	Yes ☐	No ☐ X		
	Impact/Compression	Yes ☐	No ☐ X		
	Slips/Trips	Yes ☐	No ☐ X		
	Puncture	Yes ☐	No ☐ X		
	Slippery/Wet Surfaces	Yes ☐	No ☐ X		
	Explosive/Flammable Atmospheres	Yes ☐	No ☐ X		
	Electrical	Yes ☐	No ☐ X		



NOISE HAZARDS: Personnel may be exposed to noise hazards when machining, grinding, sanding, using pneumatic equipment, generators, motors, jackhammers, or similar equipment. **ADDITIONAL TRAINING/MONITORING IS REQUIRED!**

Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
Noise hazard	Yes ☐ X	No ☐	Noise from machine running only when entering print shop	PPE is not required. Noise levels are not high enough to require ear plugs. Ear plugs have been provided to the employee to use if feel the need.



HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, or woodworking); and, work with very hot or cold objects or materials. **BLOODBORNE PATHOGENS – ADDITIONAL TRAINING/MONITORING IS REQUIRED!**

Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
Chemical Exposure	Yes ☐ X	No ☐	Working with and replacing toner cartridges	Follow MSDS sheets on all the chemicals used in the Print Shop and Darkroom
High Heat/Cold	Yes ☐	No ☐ X	Working and mixing with chemicals, if Working in the print shop or darkroom	Any condition where a liquid drip, leak, spill, splash, spray, etc. could result in the liquid entering the eyes. Require items: Splash Proof Safety Goggles Cloth or Vinyl Apron
Cuts/ Abrasions	Yes ☐	No ☐ X		
Puncture	Yes ☐	No ☐ X		
Electrical Shock	Yes ☐	No ☐ X		

	Bloodborne Pathogens	Yes ☐	No ☒		Rubber Gloves
	BODY/TORSO HAZARDS: Injury of the body or torso occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; foundry operations; and, work around electrical arcs.				
	Check the appropriate box for each hazard:		Description of hazard(s):		Based upon the hazard assessment, the following PPE is required
	Chemical Exposure	Yes ☒	No ☐	Working with and replacing toner cartridges	Follow MSDS sheets on chemicals Cloth or Vinyl Apron are required
	Extreme Heat/Cold	Yes ☐	No ☒	Working and mixing with chemicals, if	
	Abrasion	Yes ☐	No ☒	Working in the print shop or darkroom	
	Impact	Yes ☐	No ☒		
	Electrical Arc	Yes ☐	No ☒		
	FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 6 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle manlifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders. ADDITIONAL TRAINING/MONITORING IS REQUIRED!				
	Check the appropriate box for each hazard:		Description of hazard(s):		Based upon the hazard assessment, the following PPE is required
	Fall Hazard	Yes ☐	No ☒		

	RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators; when using certain chemicals outside of chemical fume hood; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and, when disturbing asbestos, lead, silica, or other particulate hazards. ADDITIONAL TRAINING/MONITORING IS REQUIRED!					
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required	
	Chemical Exposure	Yes ☐	No ☒	Spray Powder for Ink drying is used while printing presses are running. Powder dust may be in the air. if Working in the Print Shop	Dust Mask Respirator is provided, but not required . Respirator training is not required	
	Confined Space Work	Yes ☐	No ☒			
	Particulate Exposure	Yes ☐	No ☒			
Welding (fumes/dust) and/or related hazard	Yes ☒	No ☐				

Certification of Job Hazard Assessment: I certify that a job hazard assessment has been conducted as required under 29 CFR 1910.132(d).

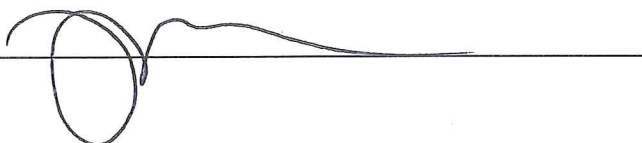
There were no changes to the Hazard Assessment: No New Chemicals Added: Reviewed with Employee

Name of Person Conducting Assessment (Please Print) : Mike Daniels

Signature of Person Conducting Assessment:

Date of Certification: 04/05/17

Signature of Person Receiving Assessment:



Checked Equipment – 04/05/17

Safety Kit: 3 in 1 - 1-Safety Goggle - 1-Ear Plugs - 1- Dust Mask

WORKPLACE HAZARD ASSESSMENT

I am reviewing (check the appropriate box):	☐ A worksite	Specify location: Publications Unit / Labor Building		
	☒ A single employee's job description	Name of employee: David Bullock		
		Working title of position: Press Operator III		
		Position Number: 00778640		
	☐ A job description for a class of employees	Working title of positions: Press Operator		
		Position Number(s):		
Your Name: Mike Daniels		Department: NC Dept of Labor		Date: 04/05-17
	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
	Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
	Chemical Exposure	Yes ☒	No ☐	Chemical splash, when pour from one container to another or mixing chemicals Splash Proof Safety Goggles required
	High Heat/Cold	Yes ☐	No ☒	
	Dust/Flying Debris	Yes ☐	No ☒	
	Impact	Yes ☐	No ☒	
	Light/Radiation	Yes ☐	No ☒	
HEAD HAZARDS: Tasks that can cause head injury include: working below other workers who are using tools or materials that could fall; working on energized electrical equipment or utilities; and, working in trenches or confined spaces.				
Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:	

	Impact	Yes ☐	No ☐ X		
	Electrical Shock	Yes ☐	No ☐ X		
	FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; foundry operations; materials handling; renovation or construction; electrical work; and, spray finishing or other work with flammable or explosive materials.				
	Check the appropriate box for each hazard:		Description of hazard(s):		Based upon the hazard assessment, the following PPE is required:
	Chemical Exposure	Yes ☐	No ☐ X		
	High/Heat Cold	Yes ☐	No ☐ X		
	Impact/Compression	Yes ☐	No ☐ X		
	Slips/Trips	Yes ☐	No ☐ X		
	Puncture	Yes ☐	No ☐ X		
	Slippery/Wet Surfaces	Yes ☐	No ☐ X		
	Explosive/Flammable Atmospheres	Yes ☐	No ☐ X		
	Electrical	Yes ☐	No ☐ X		

	NOISE HAZARDS: Personnel may be exposed to noise hazards when machining, grinding, sanding, using pneumatic equipment, generators, motors, jackhammers, or similar equipment. ADDITIONAL TRAINING/MONITORING IS REQUIRED!				
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
	Noise hazard	Yes ☐ X	No ☐	Noise from machine running in the print shop	PPE is not required. Noise levels are not high enough to require ear plugs. Ear plugs have been provided to the employee to use if feel the need.
	HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, or woodworking); and, work with very hot or cold objects or materials. BLOODBORNE PATHOGENS – ADDITIONAL TRAINING/MONITORING IS REQUIRED!				
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
	Chemical Exposure	Yes ☐ X	No ☐	Working and mixing with chemicals in the print shop and darkroom	Follow MSDS sheets on all the chemicals used in the Print Shop and Darkroom Any condition where a liquid drip, leak, spill, splash, spray, etc. could result in the liquid entering the eyes. Require items: Splash Proof Safety Goggles Cloth or Vinyl Apron Rubber Gloves
	High Heat/Cold	Yes ☐	No ☐ X		
	Cuts/ Abrasions	Yes ☐	No ☐ X		
	Puncture	Yes ☐	No ☐ X		
	Electrical Shock	Yes ☐	No ☐ X		
	Bloodborne Pathogens	Yes ☐	No ☐ X		



BODY/TORSO HAZARDS: Injury of the body or torso occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; foundry operations; and, work around electrical arcs.

Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
Chemical Exposure	Yes ☒ X	No ☐	Working and mixing with chemicals in the print shop or darkroom	Follow MSDS sheets on chemicals Cloth or Vinyl Apron are required
Extreme Heat/Cold	Yes ☐	No ☒ X		
Abrasion	Yes ☐	No ☒ X		
Impact	Yes ☐	No ☒ X		
Electrical Arc	Yes ☐	No ☒ X		



FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 6 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle manlifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders. **ADDITIONAL TRAINING/MONITORING IS REQUIRED!**

Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
Fall Hazard	Yes ☐	No ☒ X		

RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators; when using certain chemicals outside of chemical fume hood; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and, when

	disturbing asbestos, lead, silica, or other particulate hazards. ADDITIONAL TRAINING/MONITORING IS REQUIRED!			
	Check the appropriate box for each hazard:		Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
	Chemical Exposure	Yes ☐	No ☒	Spray Powder for Ink drying is used while printing presses are running. Powder is in the air. Dust Mask Respirator is provided, but not required . Respirator training is not required
	Confined Space Work	Yes ☐	No ☒	
	Particulate Exposure	Yes ☐	No ☒	
Welding (fumes/dust) and/or related hazard	Yes ☒	No ☐		

Certification of Job Hazard Assessment: I certify that a job hazard assessment has been conducted as required under 29 CFR 1910.132(d).

There were no changes to the Hazard Assessment: No New Chemicals Added: Reviewed with Employee

Name of Person Conducting Assessment (Please Print) : Mike Daniels

Signature of Person Conducting Assessment:

Date of Certification: 04/05/17

Signature of Person Receiving Assessment:



Checked Equipment – 04/05/17

Safety Kit: 3 in 1

1-Safety Goggle

1-Ear Plugs

1- Dust Mask

	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
Chemical Exposure	Yes ☐	No ☒			
High/Heat Cold	Yes ☐	No ☒			
Impact/Compression	Yes ☐	No ☒			
Slips/Trips	Yes ☐	No ☒			
Puncture	Yes ☐	No ☒			
Slippery/Wet Surfaces	Yes ☐	No ☒			
Explosive/Flammable Atmospheres	Yes ☐	No ☒			
Electrical	Yes ☐	No ☒			
NOISE HAZARDS: Personnel may be exposed to noise hazards when machining, grinding, sanding, using pneumatic equipment, generators, motors, jackhammers, or similar equipment. ADDITIONAL TRAINING/MONITORING IS REQUIRED!					
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
Noise hazard	Yes ☒	No ☐	Noise from machine running only when entering print shop	PPE is not required. Noise levels are not high enough to require ear plugs. Ear plugs have been provided to the employee to use if feel the need.	
HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, or woodworking); and, work with very hot or cold objects or materials. BLOODBORNE PATHOGENS – ADDITIONAL TRAINING/MONITORING IS REQUIRED!					
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required:
Chemical Exposure	Yes ☒	No ☐			

	High Heat/Cold	Yes ☐	No ☒	Working with and replacing toner cartridges Working and mixing with chemicals, if Working in the print shop or darkroom	Follow MSDS sheets on all the chemicals used in the Print Shop and Darkroom Any condition where a liquid drip, leak, spill, splash, spray, etc. could result in the liquid entering the eyes. Require items: Splash Proof Safety Goggles Cloth or Vinyl Apron Rubber Gloves
	Cuts/ Abrasions	Yes ☐	No ☒		
	Puncture	Yes ☐	No ☒		
	Electrical Shock	Yes ☐	No ☒		
	Bloodborne Pathogens	Yes ☐	No ☒		

BODY/TORSO HAZARDS: Injury of the body or torso occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; foundry operations; and, work around electrical arcs.				
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Extreme Heat/Cold	Yes ☐	No ☒		
Abrasion	Yes ☐	No ☒		
Impact	Yes ☐	No ☒		
Electrical Arc	Yes ☐	No ☒		

FALL HAZARDS: Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 6 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle manlifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders. ADDITIONAL TRAINING/MONITORING IS REQUIRED!					
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	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
	Fall Hazard	Yes ☐	No ☒		
	RESPIRATORY HAZARDS: Personnel may be exposed to respiratory hazards that require the use of respirators; when using certain chemicals outside of chemical fume hood; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and, when disturbing asbestos, lead, silica, or other particulate hazards. ADDITIONAL TRAINING/MONITORING IS REQUIRED!				
	Check the appropriate box for each hazard:			Description of hazard(s):	Based upon the hazard assessment, the following PPE is required
	Chemical Exposure	Yes ☐	No ☒	Spray Powder for Ink drying is used while printing presses are running. Powder dust may be in the air. if Working in the Print Shop	Dust Mask Respirator is provided, but not required. Respirator training is not required
	Confined Space Work	Yes ☐	No ☒		
	Particulate Exposure	Yes ☐	No ☒		
	Welding (fumes/dust) and/or related hazard	Yes ☒	No ☐		

Certification of Job Hazard Assessment: I certify that a job hazard assessment has been conducted as required under 29 CFR 1910.132(d).

There were no changes to the Hazard Assessment: No New Chemicals Added: Reviewed with Employee

Name of Person Conducting Assessment (Please Print) : Mike Daniels

Signature of Person Conducting Assessment:

Date of Certification: 01-29-16

Signature of Person Receiving Assessment:

Checked Equipment – 01-29-16

Safety Kit: 3 in 1 - 1-Safety Goggle - 1-Ear Plugs - 1- Dust Mask