# Job Safety Analysis

<table>
<thead>
<tr>
<th>Describe the Job Step</th>
<th>Potential Hazards</th>
<th>Recommended Risk Control Measures</th>
<th>Responsible Person(s)</th>
<th>Initial</th>
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| Brainstorming Session | Miscommunication  | • Make every employee write down ideas and read one at a time aloud.  
• Never discourage an idea/person.  
• Take a vote to ensure fairness. | CEO- Natasha  
Co-CEO- Yulissa | N.S. Y.A |
| Safety Glasses        | Not wearing them. | • Wear them.  
• Ensure everyone has a pair assigned to them.  
• They remain in a special place for easy access. | CEO- Natasha  
Co-CEO- Yulissa  
Safety Specialist- Anthony | N.S. Y.A |
| Meeting Deadlines     | Not being met.    | • Have calendar posted where all employees are able to view when necessary.  
• Have incentives. (ex. Picking bus seats)  
• Grades based upon meeting cutoff date. | Mentor- Mario  
Bayarena, Keisha  
Charles  
CEO-Natasha | N.S. Y.A |
| Employees Contributing| Work not being evenly distributed. | • Assign specific task along with a deadline for a grade.  
• Do daily checkups.  
• Discuss why work is not being done. | Co-CEO- Yulissa | Y.A |
| Employees Working Together | Employees have a conflict with one another. | • Separate them and find the problem.  
• Sit them down to discuss how to fix it.  
• Fix it with necessary steps found while discussing problem. | Mentor- Mario  
Bayarena  
CEO- Natasha | N.S. Y.M.B |
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| Working with Electricity | An employee can be shocked. | • Safety attire is worn.  
• No open wires.  
• No hazardous materials are placed near wires while in use. | Safety Specialist - Anthony | AE |
| Using Solder Iron | Employees burning themselves. | • Safety Glasses are worn.  
• Gloves are worn.  
• Area is cleared. | All Aquabot Technicians | AS SNR J J AG EE EC |
| Using PVC pipe cutter | Employees cutting themselves. | • Have another employee overseeing the process.  
• Wear protective gloves.  
• Keep hands away from the blade. | All Aquabot Technicians | AS J J AG EE SNR EC |
| Using Heat Gun | Employees can be burned by extreme heat. | • Employees should wear gloves.  
• Stay clear of the heated end.  
• Wear protective gloves. | All Aquabot Technicians | J J AG EE SNR EC |
| Electrical Cords | Employees can trip and fall. | • Can be taped down to minimize tripping.  
• Can be hung above to prevent tripping  
• Be unplugged after each use. | Safety Specialist - Anthony | AE |
| Technical Documentation | Not being saved. | • Keep flash drive with one designated person.  
• Save a backup to the computer.  
• Stay well communicated with all technical documenters. | Technical Documenters - Daniel, Shelby, Madelyn | DA SNR MDA SNR |