

JOB HAZARD ASSESSMENT SURVEY

Description of Duties

In order to assign appropriate training for the employees at the church or in the department, please complete this form for each position. This form must be completed as part of the New Employee Packet.

Supervising Site Location _____

Position _____

Employee Serving in this Position _____

Essential Duties and Responsibilities

Please provide a list of essential duties and responsibilities for this position. Attach additional sheet as necessary or attach existing job description if available.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please select and check next to each item listed below that pertains to this position:

- This position requires, frequent or infrequent use of a ladder.
- The position requires lifting or moving objects, even if infrequently.
- This position works with chemicals, such as cleaning products, copy machine toner, paint, paint thinner, etc.
- This position works with power tools (i.e. lawn mowers, saws, drills, grinders).
- This position works with installing and/or repairing electrical wiring, or comes into contact with electrical wiring, boxes, etc.
- This position may come in contact with blood borne pathogens, such as cleaning the restrooms or working with food.
- This position requires repetitive movement or prolonged positions (i.e. sitting, working primarily with a computer).