

# Job Safety Analysis (Generic)

**Title: NALC Good Idea - Use of LLV/FFV Mail Hook**

**\*Note: This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).**

<b>Location (e.g., Station, Branch, Plant)</b> Name: Street Address: City: State: Zip Code: Area: PC:	<b>Job Description:</b> Loading/removing mail trays/tubs from cargo area of delivery vehicles  <b>Location Description:</b> Carrier Street Duties	<b>Titles of Employees Performing the Job:</b> Carriers – Rural and City	<b>Occupational Codes:</b>
<b>Author</b>	<b>Local Reviewer</b>	<b>Local/Area/National Reviewer</b>	
Name: NALC Joint Safety Task Force Title: Members Date: 2/25/08	Name: Date: Approval:	Name: Date: Approval:	
<b>Sequence of Basic Steps</b>	<b>Potential Hazards and Effects</b>	<b>Safe Work Practices</b>	<b>Required PPE*</b>
1. Remove/store mail hook from/to storage location	1.1. Hazard: Unsecured mail hook can become flying projectile Effect: Injury when struck by flying mail hook	1.1. Keep mail hook properly secured when not in use. (Vehicle Maintenance Bulletin (VMB) V-06-03)	Appropriate Footwear (all sections).
2. Move mail toward front of vehicle	2.1. Hazard: Overextension, from pushing the containers Effect: Back, knee, or shoulder strain 2.2 Bolts on floor of cargo area Effect: Trays can hang up 2.3. Mail hook can become unhooked from tray Effect: Overextension	2.1. Maintain a neutral posture. Don't overextend the body  2.2 Make sure that equipment is not obstructed  2.3 Push mail hook with an even motion keeping it level with the load	
3. Move mail toward rear of vehicle	3.1 Hazard: Overextension reaching in Effect: Back, knee, or shoulder strain 3.2 Hazard: Mail hook can become unhooked from tray Effect: Fall backwards, injured by the mail hook	3.1. Maintain proper posture.  3.2. Use containers that are in good condition. Insure container/parcel is securely engaged by the mail hook	
<b>Ergonomic Risk Assessment:</b>		<b>Health Risk Assessment Code:</b>	
		<b>Safety Risk Assessment:</b>	
<b>Qualitative/Quantitative Exposure Assessment Data</b>		<b>Supporting Postal Service Policy Documents</b>	
<b>Supporting Safety Talks</b>	<b>Supporting JSAs</b>	<b>Required Training</b>	
Title:	Link:	<b>Course No.</b>	<b>Course Title:</b>

