





# Task Hazard Assessment Form

<b>Task Name</b>	Operating Key Cutting Machine
<b>Department</b>	Facilities - Locksmiths
<b>Supervisor</b>	Michael Ercoli
<b>Work Location</b>	Lock Shop
<b>Date of Assessment</b>	01/23/2025

Hazard	Description
<p><b>Physical Hazards (Check all that apply)</b> <input type="checkbox"/> N/A</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Electrical Hazards</li> <li><input type="checkbox"/> Fall from Heights</li> <li><input type="checkbox"/> Falling Objects</li> <li><input checked="" type="checkbox"/> Flying Particles</li> <li><input checked="" type="checkbox"/> Noise</li> <li><input checked="" type="checkbox"/> Sharp/Abrasive Objects</li> <li><input type="checkbox"/> Slippery Surfaces</li> <li><input checked="" type="checkbox"/> Sparks/Hot Particles</li> <li><input type="checkbox"/> Temperature Extremes</li> <li><input type="checkbox"/> Vehicular Traffic</li> <li><input type="checkbox"/> Other (Please Describe): _____</li> </ul>	<p><b>Describe any applicable hazards</b></p> <ul style="list-style-type: none"> <li>➤ <b>Electricity powering equipment can cause shocks</b></li> <li>➤ <b>Cutting and cleaning keys can create flying metal particles</b></li> <li>➤ <b>Key cutting machine can cause loud noises when in use</b></li> <li>➤ <b>Cutting keys can generate metal burrs and shavings, which can cause cuts</b></li> <li>➤ <b>Cutting metal can generate sparks and hot particles</b></li> </ul>
<p><b>Chemical Hazards (Check all that apply)</b> <input type="checkbox"/> N/A</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air/Water-Sensitive Substances</li> <li><input type="checkbox"/> Flammable Liquids/Vapors</li> <li><input checked="" type="checkbox"/> Irritants</li> <li><input type="checkbox"/> Compressed Gases</li> <li><input type="checkbox"/> Corrosive Substances</li> <li><input type="checkbox"/> Radioactive Substances</li> <li><input checked="" type="checkbox"/> Toxic Substances</li> <li><input type="checkbox"/> Other (Please Describe): _____</li> </ul>	<p><b>Describe any applicable hazards</b></p> <ul style="list-style-type: none"> <li>➤ <b>Cutting keys can generate irritating dust and fumes</b></li> <li>➤ <b>Cutting and cleaning brass can cause exposure to lead</b></li> </ul>
<p><b>Biological Hazards (Check all that apply)</b> <input checked="" type="checkbox"/> N/A</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air-borne Pathogens</li> <li><input type="checkbox"/> Biological Sharps</li> <li><input type="checkbox"/> Blood and Bodily Fluids</li> <li><input type="checkbox"/> Mold</li> <li><input type="checkbox"/> Sewage</li> <li><input type="checkbox"/> Other (Please Describe): _____</li> </ul>	<p><b>Describe any applicable hazards</b></p>

Controls Methods	Task-Specific Controls
<p><b>Engineering Controls</b> - Physical methods that reduce or prevent workers from coming into contact with hazards</p> <p><u>Examples (Not Exhaustive)</u></p> <ul style="list-style-type: none"> <li>▪ Carts/Dollies</li> <li>▪ Emergency Shut-Offs</li> <li>▪ Guardrails</li> <li>▪ Machine Guards</li> </ul>	<p><b>List any engineering controls that are required to complete this task</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ensure power shut-off button is present and working</b></li> <li>➤ <b>Ensure any applicable machine guards are present and working</b></li> </ul>
	
<p><b>Administrative Controls</b> – Work practices that reduce the duration, frequency, or intensity of exposure to hazards</p> <p><u>Examples (Not Exhaustive)</u></p> <ul style="list-style-type: none"> <li>▪ Buddy System</li> <li>▪ Communication</li> <li>▪ Limiting Access</li> <li>▪ Rest Breaks</li> <li>▪ Training</li> </ul>	<p><b>List any administrative controls that are required to complete this task</b></p> <ul style="list-style-type: none"> <li>➤ <b>Never use the key cutting machine, unless you have been trained in safe operation by a competent employee</b></li> <li>➤ <b>Visually inspect the equipment prior to use. Place damaged tools out-of-service</b></li> <li>➤ <b>Do not operate the key cutting machine if you are feeling fatigued/unwell</b></li> <li>➤ <b>Do not wear any loose-fitting clothing or dangling accessories/jewelry. Secure long hair.</b></li> <li>➤ <b>Keep work areas clean and clear of excess dust and metal shavings</b></li> </ul>
<p><b>Personal Protective Equipment (PPE)</b> - Equipment worn to minimize exposure to hazards</p> <p><u>Examples (Not Exhaustive)</u></p> <ul style="list-style-type: none"> <li>▪ Chemical Aprons</li> <li>▪ Cut-Resistant Gloves</li> <li>▪ Dust Suits</li> <li>▪ Face Shields</li> <li>▪ Safety Glasses</li> </ul>	<p><b>List any personal protective equipment that is required to complete this task</b></p> <ul style="list-style-type: none"> <li>➤ <b>Safety glasses</b></li> <li>➤ <b>Ear protection (ear plugs, earmuffs)</b></li> <li>➤ <b>Standard work clothing (long pants, safety shoes)</b></li> </ul>



<b>Is a follow-up required?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Reason for follow-up</b>		

Task Hazard Assessment Form Completed By

**Name:** \_\_\_\_\_ Mark Schuman \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_ Environmental Health and Safety \_\_\_\_\_

**Date:** \_01/23/2025\_