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| ***JOB SAFETY ANALYSIS: Changing the time in the clock tower*** | **Job Task: Changing the time in the clock tower** | **Date: June 16, 2011** | **New: X**  **Revised** |
| **Title of Person Who Does Job: DPW maintenance worker** | **Supervisor: Mark Hope** | **Analysis Performed By:**  **William Miller** |
| **Organization: Borough of East Stroudsburg** | **Location: Municipal building, 24 Analomink St.** | **Department: DPW** | **Reviewed By: John Blick** |
| **SEQUENCE OF BASIC JOB STEPS** | **POTENTIAL HAZARDS** | **RECOMMENDED ACTION OR PROCEDURE** | |
| 1. Using the chain pulley open the roof hatch |  |  | |
| 2. Put on personal protection such as a hard hat | Hitting head on pulley |  | |
| 3. Use flat head screw driver to open access door to clock tower | Slipping on wet roof | Watch weather and wear good footwear | |
| 4. Inside tower turn of electric power to the clock bell and then the clock motor | Electrocution | Double check to make sure power is off | |
| 5. Use key wrench on clock in spring to wind clock one hour ahead. In fall leave power off for one hour. |  |  | |
| 6. Exit clock tower and screw access door closed. |  |  | |
| 7. Walk across flat roof to hatch and climb down using handrails to hold yourself |  |  | |
| 8: Close roof hatch using chain pulley |  |  | |
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