|  |  |  |  |
| --- | --- | --- | --- |
| **JOB SAFETY ANALYSIS** | **Job Task: How to Approach a Building Entry** | **Date: 6/6/2012** | **Analysis Performed By:**  Pottstown |
| **SEQUENCE OF BASIC JOB STEPS** | **POTENTIAL HAZARDS** | **RECOMMENDED ACTION/PROCEDURE** | |
| 1. Identify property address on the building | * Property address on buildings may not match the property address you have been supplied with | * Report to the proper officials that building must be properly identified with building numbers. | |
| 2. Determine entryway to building | * Mistaken entryway will delay services to property. | * Make observation to determine proper entrance | |
| 3. Before moving evaluate environment | * Possible clutter in direct path of entry to building. * Possible slip, trip or fall where there is missing / comprised portions of property that lead to the entryway. * An altercation at the property between other individuals or directed at self. * Animals that are confrontational and not properly secured. | * Make note of obstruction * Make note of issues and report to appropriate authority. Do not approach if unsafe/dangerous conditions exit. * Contact local law enforcement. Remain aware of your surroundings for exit and protection needs. * Contact local law enforcement or animal control officer. | |
| 4. Properly notify inhabitants of your arrival | * Inhabitants may not be expecting a visit which can cause confusion and possible confrontation. | * Identify yourself to the contact person. Always carry your official identification. | |