



Job Safety Hazard Analysis

Pro Shop

Job Description:

Pro Shop Staff

Job Location:

Pro Shop and Club Storage Areas

| Key Job Steps | Machinery, Tools & Materials Used | Potential Health & Safety Hazards | Safe Practices, PPE & Safety Devices |
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| Moving power carts. | Power carts. | Collisions with other carts, people or rolling cart over. Worker falling off the back of a cart. | Have workers read program for golf carts. Provide hands on training. Workers only to be on seats and never on the back or side of the cart. |
| Lifting clubs. | Back. | Sprain, back injury. | Use Safe Lifting guideline. |
| Club regripping. | Utility knife, chemical to remove glue and tape. | Hand and finger hazards, chemical hazards. | Use a utility knife with a spring loaded retractable blade. Never use a torch near flammable liquids. |
| Recharging power carts. | Battery charger. | Acid solution spill on hands or body. | Check for any signs of leakage before recharging process. Wear appropriate gloves and eye protection. |
| Filling gas tanks on carts. | Gas can, gas pump. | Spill onto clothing, in skin or in facial area. | Read operating procedure for dispensing gasoline and diesel fuel. Splash proof goggles, gloves. |
| Cleaning golf carts & equipment with chemicals | Cleaning chemicals | Acid based products getting into eyes, on skin. Mixing certain chemicals creating chlorine gas. | Read the MSD sheets for all chemicals used. Wear proper gloves, goggles, and clothing. Know First Aid measures. |
| Cleaning golf carts and equipment with pressure washers. | Pressure washer | High pressure stream can crack a battery sending acid spraying on the equipment and worker. | Train workers by reading the operating procedure for a pressure washer. Don't aim spray at batteries, chemical containers or people. |
| | | High pressure stream can send dirt and debris flying back into the worker's eyes or some person | Train worker to wear PPE including goggles and the safe use of a pressure washer. |

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| | | nearby. | |
| Operating the range ball picker. | Range ball picking machine. | Driver can get hit by flying golf balls if not properly protected. Driver may tip machine over or run into object. | Train all workers how to safely operate the equipment and to make sure that all protection is in place and in good condition. |

Safety Recommendations

Training Programs

1. Training program for the safe operations of golf carts.
2. **Thorough training of workers on the use of the range ball picker equipment and how to inspect it to ensure it and the protection is in good working condition. Note: if for any reason the worker(s) have to pick the range balls by hand, the range is to be closed during that time! No exceptions!**
3. All applicable operating procedures. I.E. Dispensing gasoline and diesel fuel, using a pressure washer or compressed air.
4. Lock out procedures for de-energizing equipment before working on it.
5. WHMIS training, general and job specific.
6. Trained in all safety rules and the wearing of PPE.
7. Hands on training for the safe use of a torch, which should only be performed in the designated "Hot Work" area."
8. First Aid, Defibrillator training
9. Working in isolation.
10. Slips, trips and falls.
11. Employee safety responsibilities.
12. Workplace Violence and Harassment Training
13. **Have workers who are 14 or 15 years of age sign a consent form.**

Personal Protective Equipment and other required Safety Items

1. Safety glasses, goggles for dispensing chemicals, appropriate gloves, sunscreen, and insect repellant and hearing protection. **Hearing protection excludes I pods or listening devices of any kind.**
2. Containers to keep cleaned PPE in.
3. Lock out components, locks, tags and clasps.
4. Ground fault circuit interrupter protection.
5. A radio or cell phone for when working in isolation. **Note: No person is to talk or text on a cell phone while operating motorized equipment!**

Signature: _____

Date: _____