



San Jose Yard/Shop

FACTORS	POTENTIAL HAZARDS	HAZARD MITIGATION MEASURES
Main Entrance Gate	- Animal attack - Door remains open during business hours. - Unauthorized persons/Vehicles can enter.	- Security cameras - After hours/weekends 24hr security guard. - Employees to manually close/lock gate.
Exit Gate	Animal attack.	Automated gate remains shut during business hours.
Shop bay doors/side doors	Unauthorized person/vehicles can enter if left unattended.	- Security cameras. - After hours/weekends 24hr security guard. - Get out, hide out, take out. - When possible, keep doors closed/locked.
San Jose yard office	- Unauthorized persons can enter. - Multiple entry/exit doors.	- Security cameras. - Keep closed/lock when not in use. - Keep a clear path of exit (six entry/exit doors) - In the event of an emergency outside the office, lock yourself in the conference room – use tables or chairs to help barricade/lock the doors.
Customers/Visitors	- Disgruntled - Physical altercation - Verbal abuse - Property damage - Road rage	- Workplace Violence Incident Reporting App. - Training employee on handling hostile employee's or situational awareness.
Working Alone	- Unauthorized persons can enter. - Employees can be trapped in the event of an attack.	- Security cameras. - If after hours a security guard is present. - Can lock yourself in a safe space in the case of emergency.
Working at night	- Unauthorized persons can enter. - Unauthorized persons enter to access recycle dumpsters. - Vandalism	- Security cameras. - After hours/weekend 24hr security guard is present. - Alarm systems. - Yard has sufficient lighting.
San Jose Northside fence (neighboring with the church)	- Unauthorized persons can enter. - Poor lighting. - Blind spots. - Chain link fence (yard is visible, constant damage to fence to break in)	- Headlamps/flashlights - Motion sensors - Metal sheeting inserted into the fence.
Securing Equipment/Vehicles	- Visible valuables. - Unlocked vehicles. - Unlocked tools and equipment on crew trucks	- Keep doors locked. - Remove any valuable tools/belongings. - Keep keys secured in shop office key lock box or with a hideaway magnet. - Ensure all tools and equipment left



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		on the crew trucks are locked and secured.
Emergency Contacts	• Unable to get help when needed	• Emergency contacts are posted throughout the San Jose yard office. • Emergency evacuation map posted in conference room.
Employee Interaction	• Physical altercation • Verbal abuse • Property damage	• Workplace Violence Incident Reporting App. • Training employees on handling hostile employee's or situational awareness.

REPORTED HAZARD	MITIGATION	IMPLEMENTATION DATE