



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 8
Job/Task Title: Acoustic Ceiling Tile (ACT) Installation		
Safe Job Procedure:		Revised 11/2024
<p>This JHA is for the safe and successful Installation of Grid Systems and Acoustic Ceiling Tile. Special emphasis is placed on Strains from working overhead, Cuts, and Scaffold</p>		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
<p>Review JHA's: #22 Baker Scaffolds, #24 MEWP and Aerial Lift, #25 Roto Hammer Use, #27 Powder Actuated Fasteners, #28 Scaffolding, #31 Lock Out – Tag Out (LOTO), #32 Stilts, #34 Overhead Work, #35 Material Handling</p>		
Step #1 Work Area Preparation		
Steps to Complete Job	Hazards	Preventive Measures
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Stocking and organizing of materials to be used.	Poor stocking or organization can cause strains, sprains, cuts, struck-by, caught between and property damage.	1) Material stocking should be done by the vendor. Only move materials to minimize handling and increase the speed of production. The general rule is to touch the material as little as possible.
		2) Plan to keep materials on rolling carts when feasible. Keep everything mobile.
		3) Materials should be stocked within 15 feet of the task area for maximum efficiency and to avoid injury.
Moving material or equipment utilizing carts, pallet jack, or other means.	Worker can be exposed to strains or sprains due to over exertion or improper lifting techniques, cuts, pinch, pokes, caught between, struck-by, slips, trips, falls, and eye injuries due to flying debris.	1) Utilize mechanical means when feasible and two or more people when moving heavy or awkward loads. Specifically, when rolling up or down ramps.
		2) Use proper lifting techniques.
		3) Do not overload carts, or stack tile boxes too high, they can become unstable and cause injury or trade damage.
		4) Strap bulky items to carts before moving.



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Step #2 Wire Installation		
Steps to Complete Job	Hazards	Preventive Measures
Installing hanger wires utilizing various attachments and equipment. <ul style="list-style-type: none">• Powder Actuated Tools (PAFs) to shoot wires• Drills to install eye lags• Extension poles to access areas from the ground	Worker has the potential to be exposed to cuts, loud noise, pinch points, pokes, punctures, strains, and foreign objects in eyes.	1) When working overhead produces flying debris, additional eye protection is required, either a clear face shield, or gasketed safety glasses.
		2) PAFs - Hearing protection is required. Call out “SHOT” each time you use the PAF to warn other workers in the area.
		3) Drills - Always use two hands, one on the drill and one on the side handle.
		4) Verify that there is no exposed electrical in the area before a lag pole or extension pole will be used. When utilizing an extension pole, always verify what you’re drilling or shooting into, and verify your depth prior to start.
		5) Wires that fail to purchase can fall towards the worker. Keep yourself and other workers away from falling material to avoid punctures or struck by injuries.
Step #3 Ceiling Grid Installation		
Steps to Complete Job	Hazards	Preventive Measures
Installation of wall angle and grid components.	Worker has the potential to be exposed to cuts, strains, sprains, trips, falls, visual hazards (lasers), electrocution, and struck by objects.	1) Keep floor in work area clear of materials and debris.
		2) Keep trash buggy in area so waste can be kept contained.
		3) Be aware of ceiling drops, wires, tabs on tees, and sharp ends of angle iron or cut mains and tees that might be encountered and cause cuts or pokes.
		4) Set laser to above or below line of sight.
		5) Self-propelling (surfing) is allowed while installing grid or dropping tile, under the following guidelines: <ul style="list-style-type: none">• The task area must be a flat and level surface, clear of debris, including screws that may catch scaffold wheels.• Baker must not exceed 52” (4’-4”) height at the deck.• Must keep platform clear and free of debris.• No leading-edge conditions in work area. While FSS has deemed this as acceptable, some GCs or jobsites do not allow it.



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Step #5 Tile and Insulation Installation		
Steps to Complete Job	Hazards	Preventive Measures
Installing insulation on top of ceiling tile. Cutting tile to install. Dropping tile.	Worker will be exposed to eye injury from falling debris, hazardous dust particles, cuts, strains and sprains.	1) Long sleeves and dust mask are recommended when working with insulation. A clear face shield or gasketed safety glasses are required when overhead work produces flying debris.
		2) Always keep a sharp blade in your knife and ensure you have a large flat ridged surface to cut on like a drywall scrap on top of a gang box.
		3) Always cut away from yourself.
		4) Use the tile cutter table when feasible to maximize production and minimize injuries.
		5) Be aware of ceiling drops, wires, and sharp metal that might be encountered and cause cuts or pokes.
		6) It is recommended to take micro breaks throughout the day and stretch muscles to avoid strains from working overhead.

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