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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Computer work for:   * Lesson planning * Prep work * Grading * Remote teaching * Training * Reading/ answering emails | Ergonomic hazards | Prolonged and/or awkward positioning of back, neck, shoulders, head, arms, or wrists; repetitive movements; eye strain, etc. | * Properly adjust chair, monitor screen, keyboard and mouse to maintain neutral positioning of back/ head/neck/arms/wrists and prevent glare on screen * Place keyboard and mouse on the same level * Avoid resting forearms/wrists against hard surfaces and cradling phone between head and shoulder * Use tips of fingers when keyboarding * For every 20 minutes sitting, stand for 8 and move around for 2 minutes (20/8/2 rule) * Every 20 minutes, look at something 20 feet away for 20 seconds (20/20/20 rule) * Request an ergonomic assessment (optional) * When possible, use task lighting |  | * Office ergonomics (VS) * Office Safety (VS) |
| Walking in and around school buildings (in classrooms, hallways, parking lots, on school grounds, etc.) | Slip/trip/ fall hazards | Student clothing, backpacks, pens, crowded storage areas, items in walkways, wet floors, cords, deteriorating asphalt, etc. | * Designate storage areas for student belongings, teaching supplies, equipment, etc., to keep them off the floor and out of walkways * Follow and enforce good housekeeping practices * Cover/secure cords * Wear comfortable, supportive, no/low-heeled shoes * Ensure proper lighting; report burned out lights and areas with inadequate lighting * Avoid running * Avoid distraction and keep eyes on path * Maintain situational awareness |  | * Slips/Trips/Fall (VS) * Classroom Safety (VS) |
| Struck by falling, thrown, or moving objects | Tree limbs/ branches, snow/icicles from roofs, thrown objects | * Continually maintain awareness, looking up, down, and all around when walking/working outdoors * Engage all your senses * Always have an EXIT plan * Avoid turning your back to students who are playing/running |  | * Playground Supervision (VS) |
| Working outdoors:   * Playground supervision * Crosswalk duty * Field day and other outdoor activities | Exposure to weather conditions and air quality issues | Exposure to sun, hot/cold temperatures, humidity, wind, precipitation, wildfire smoke | * Monitor/check weather/air quality conditions prior to planned outdoor activities; adjust as needed during extreme weather conditions and/or poor air quality issues due to smoke or smog * Select/wear appropriate clothing and footwear (including traction devices) for conditions * Use sunscreen as needed | Recommendations: Lightweight, light colored, loose fit clothing and a wide- brimmed hat in sunny environments Hat/scarf/gloves in cold weather | **\***Outdoor Heat Exposure - **required** annually for those with risk of exposure by May 1st (VS) |

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| Working outdoors:  *continued* | Slip/fall hazards | Slick surfaces due to:  Compact snow/ice Wet floors due to rain | * Wear proper footwear for conditions - shoes/boots with good tread and no/low heels * Walk in well lit areas and avoid taking shortcuts * Slow down - take short steps on slippery surfaces * Keep hands/arms free for balance * Use handrails when available * Use walk off mats at entrances to dry boots/shoes * Report slippery areas to appropriate staff | Traction gripping devices recommended on compact snow/ice |  |
| Using/handling equipment and other materials:   * Lesson planning * Setting up/ taking down teaching materials * Shelving books | Ergonomic hazards | Lifting and/or overstretching or twisting when handling and moving items such as art and craft supplies, clay, glazes, art projects, heavy books, reams of paper, desks, chairs, etc. | Always start by analyzing the load and checking the path for slip/trip hazards and adequate light Know your limits - reduce the weight by dividing up  heavy loads; use carts, dollies, etc.; and/or get help Use proper body mechanics and avoid twisting  Use a whole hand grip (not a pinch grip) and two- hand grip when handling objects to reduce risk of wrist/hand injuries  Alternate tasks to prevent repetitive motion/activity Avoid overstretching to reach/hang materials  Store light items on upper shelves to avoid lifting/stacking heavy items above shoulder height |  | * Back Injury and Lifting (VS) |
| Contact with sharp, moving, rolling, or pinching objects | Ceramic wheel, printing press, easels, kiln lid, paper cutter, scissors, razors, chisels, Exacto knives, office tools, stapler, holepunch, laminator, copier, broken pottery, cutters on paper rolls, desk drawers, wheeled equipment, metal and glass edges, etc. | * Be attentive and avoid distractions * Use automatic tools for large jobs * Follow safe work practices and manufacturer’s directions for using/storing equipment, i.e., using safety guards/latches on paper cutters * Repair/replace damaged/defective items as needed |  | Utility Cart Safety (VS) |

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| Setting up/taking down teaching displays | Working at elevated height | Falls from elevated surface | * Never stand on furniture (chairs, tables, desks) * Inspect ladder/step stool prior to use * If defective, remove it from service * Follow safe ladder/step stool practices |  | **\*** Ladder training (VS) - *prior to using a ladder* |
| Electrical hazard | AV, computer equipment, small appliances, glue and soldering guns, improperly used or sized extension cords, etc. | * Use Underwriters Laboratory (UL) rated equipment * Periodically inspect cords for damage * Do not place cords where they can be damaged * Only use extension cords approved for the environment and loads expected |  | * Electrical Safety (VS) * Lockout/   Tagout Awareness (VS) |
| Fire hazards | Combustible materials near/on heat generating equipment or heat sources | * Do not place/hang combustible materials on or near heating sources or from overhead fire sprinklers * Do not cover electrical panels, switches, or outlets * Follow the International Fire Codes (IFC) for artwork/teaching materials:   + In corridors - restricted to < 20% of the wall area (IFC-807.5.5.2)   + Walls in classrooms - restricted to < 50% of the specific wall area they are attached to (IFC- 807.5.2.3)   + Do not cover glass in or adjacent to doors, (maintain clear line of site for safety) * Do not block access to:   + Emergency exit doors/routes   + Emergency equipment (fire extinguishers/ alarm pull stations, eyewash/shower stations, etc.)   + Electrical panels |  | **\*** Fire Extinguisher (VS - required with annual refresher) |
| Teaching activities | Ergonomic hazards | Standing for extended periods | * Wear comfortable, low-heeled footwear with good support * Alternate between standing and sitting * Take frequent micro-pauses to stretch * Consider adding 1-2 minute movement breaks every 30 minutes to your lesson plans |  |  |
| Overreaching to use/clean board | * Position yourself directly in front of the area you are working on; step sideways as needed * Avoid overreaching/overstretching |  |  |

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| Teaching activities  *continued* | Ergonomic issues *continued* | Working with students at desk level or lower | * Avoid bending/squatting/kneeling for prolonged periods * Use a portable stool/chair to sit beside students * Avoid using furniture designed for small children |  |  |
| Chemical exposure | Dry erase pens, markers, glues, paints, inks, toners, cleaners, disinfectants, etc. | * Use non-toxic, scent-free markers and art/craft supplies * Use only district-supplied cleaners and disinfectants * Read and follow the instructions on the label and the Safety Data Sheet (SDS) use, storage, spill cleanup, PPE, ventilation, etc. * Contact your district’s maintenance department to report issues involving damaged/falling building materials such as ceiling tiles, flooring, etc. * Do not disturb/clean unknown building material such as ceiling tiles, crumbling flooring, etc. | Follow manufacturer’s  recommendations | **\*** Hazard  Communication Program (GHS)   * Scent Awareness (VS) * Asbestos Awareness (SS |
| Exposure to harmful dust/fume s | Dry glazes, leaded glazes, solder fumes, falling ceiling tiles, crumbling flooring or insulation material, etc. |
| Exposure to hot surface, liquid, or steam | Kiln, glue gun, solder gun, hot lead, drying equipment, heater, burner, lamp, cooking appliance, copier laminator, etc. | * Maintain awareness and adequate distance * Avoid becoming distracted | Utilize hot pads and/or mitts as needed | Specialized Equipment & Equipment Proficiency |
| Physical or verbal abuse | Being struck, hit, bit, stepped on, injured, or verbally abused | * Mindfully select clothing/footwear/accessories:   + Avoid items that can be grabbed or pulled, i.e., dangling earrings or hoops, necklaces, strings, scarves, lanyards, loose/baggy clothes, etc.   + Long sleeved clothing and long pants can help reduce the likelihood of skin being broken if bitten or scratched * Tie back/secure long hair * Keep environment free of clutter, obstacles, and items that can be used by others who could potentially be aggressive * Maintain situational awareness | Follow district’s de- escalation policy Consider:   * Bite/cut resistant protective arm/ sleeve guards (with biters) * Eye protection or face shields (with spitters) * Steel-toed shoes (with stompers) | * De-escalation Strategies as assigned (VS) |

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| Working in close proximity to others (students, co-workers, etc.) | Exposure to contagious respiratory illnesses | Viruses spread when an infected person coughs, sneezes, speaks, sings, or breathes heavily | * Avoid touching your face/mouth/lips/nose/eyes * Implement/follow illness prevention practices, i.e., proper hand hygiene, covering coughs, etc. * Follow CDC, Local Health Jurisdiction (LHJ), Division of Occupational Safety Health (DOSH) guidelines for ventilation, cleaning, disinfecting hard surfaces, social/physical distancing, facial coverings, hand- washing, training, etc. | Reusable cloth face covering, non-cloth disposables dust mask, and/or respirator, depending on risk of exposure per CDC/LHJ/DOSH  Guidelines | **\***Common illness prevention and other trainings as assigned (VS)  **\***Respirator training as assigned (VS)  **\***Infectious Disease Exposure Control Plan |
| Assisting an injured/ill individual or incontinent child OR  Working in close proximity to others | Exposure to blood or other potentially infectious material (OPIM) | Contact with blood or OPIM due to injury/ illness, drooling, spitting, biting, vomiting, scratching, handling soiled items, etc. | * Utilize standard precautions * Follow your infection control policy and guidelines * Use PPE when providing first aid care or handling blood or OPIM; paying strict attention to hand washing after removing gloves * Report exposures to blood or OPIM as per the district policy * Consult with your school nurse as needed | Disposable non-latex or nitrile gloves  Eye protection CPR barrier/mask Blood clean-up kit | **\*** Bloodborne Pathogens - required with annual refresher (VS)   * PPE (VS)   **\*** First Aid/CPR/ AED (required as assigned) |
| General activities | Workplace violence | Student fights, upset people, intruders, etc. | Be proactive when arranging work area to ensure:   * Your back is not positioned towards the door * You have two routes of escape Maintain situational awareness Follow district policies |  | * Bullying Prevention/ Intervention (VS) * Emergency Procedures * Workplace Violence (VS) * De-Escalation |
| Working alone | * Follow district safety/security policies * Maintain situational awareness |

**\***= Required Training = Required by a DOSH rule ㆍ= Optional Training = Best/leading practice

Note: This is a partial list only and may not include all work tasks, hazards or controls. No suggested controls are guaranteed to work in all situations.

# Employee name (print): Signature: Date:

Supervisor name (print): Signature: Date: