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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, set making material, 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, low-heeled footwear with good support * 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 items | Tree limbs/ branches, supplies stored on shelves, props, and supplies | * Continually maintain awareness, looking up, down, and all around when walking/working outdoors * Engage all your senses * Always have an EXIT plan | Wear proper footwear for the job, i.e. leather steel toed boots, long pants, gloves etc. |  |
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| Working outdoors   * Working outdoors on projects * Fall hazards if working at height | 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) |
| Slip/fall hazards  Falls from heights | Slick surfaces due to:  Compact snow/ice Wet floors due to rain Grease/fluids or food on floor | * 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 * Clean up spills immediately * Follow district fall protection program | Recommendations: Fall protection device as required by APP  Traction devices | **\***Fall Protection Training (VS) Aerial Work Platform |
| Using/handling equipment and other materials:   * Lesson planning * Setting up/ taking down teaching materials * Stocking supplies and materials | Ergonomic hazards | Lifting and/or overstretching or twisting when handling and moving items such as wood products, props, 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 | Powered saws, hand tools, knives, mixers, office tools, paper cutter, 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 * Repair/replace damaged/defective items as needed |  |  |
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|  | Exposure to hazardous noise | Power/hand tools, etc. | * Be cognizant of noise levels and take action to limit exposure, i.e., instruct students not to drop lumber or metal, keep any music <85 db, have hearing protection locate at loud equipment * Move away from source of noise to reduce exposure | * Hearing protection   if noise exposure:   * + For an 8-hour time weighted average (TWA8) is > 85 dB; or   + Is >115 dB | **\*** Hearing Loss Prevention (VS) |
| Demonstrating to students how to use equipment or perform specific tasks | Working at elevated height, securing set pieces, setting up lighting | Falls from elevated surface, installing props and lighting for performances. | * 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 and districts fall protection program * Use proper knot tying techniques * Secure all rigging properly * Evacuation/rescue plan | Fall protection device Recovery devices | **\*** Ladder training (VS) - *prior to using a ladder* |
| Electrical hazard | Powered saws, appliances, heat gun, stage lighting, audio/video, and lighting controls etc. | * Use Underwriters Laboratory (UL) rated equipment and GFCI outlets * Periodically inspect cords for damage * Do not place cords where they can be damaged |  | * Electrical Safety (VS) * Lockout/ Tagout Awareness (VS) |
| Fire hazards, Chemical exposure | Paints, thinners, grease, or combustible materials near/on heat sources | * Do not place/hang combustible materials on or near heating sources, overhead fire sprinklers, 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,     - Electrical panel |  | **\*** Fire Extinguisher (SS - required with annual refresher)   * GHS Training |
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| Teaching activities | Ergonomic hazards | Standing for extended periods | * Wear comfortable leather 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 |  | Powered and Hand Tool Safety (VS) |
| Overreaching to use/clean board | * Position yourself directly in front of the area you are working on; step sideways as needed * Avoid overreaching/overstretching |  |  |
| Working with students at desk level or lower | * Avoid bending/squatting/kneeling for prolonged periods * Use a portable stool/chair to sit beside students * Position items at a comfortable working height |  |  |
|  | Exposure to Hazardous:   * Chemicals * Gases * Dust | Wood stains, paint thinner, inks, cleaners, disinfectants, lead, asbestos, falling ceiling tiles, crumbling flooring or insulation material, etc. | * Use only district-supplied cleaners, disinfectants, chemicals, or other products * Maintain, read, and follow instructions on the label and Safety Data Sheet(s) (SDS) * Know the location of, how to use, and routinely check/test all safety and emergency equipment (i.e., safety shower, eyewash, fire blanket, fire extinguishers, first-aid kit, spill kits, etc.) * Properly maintain equipment   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)   * Asbestos Awareness Training (VS) |
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|  | Physical or verbal abuse | Being struck, hit, bit, stepped on, injured, or verbally abused | * Be mindful when selecting clothing, footwear, and 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) |
| 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 |
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| Assisting an injured/ill individual or | Exposure to blood or other | Contact with blood or OPIM due to | * Utilize standard precautions * Follow your infection control policy and guidelines | Disposable non-latex latex or nitrile gloves (i.e., nitrile) | **\*** Bloodborne Pathogens - |

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| incontinent child OR  Working in close proximity to others | potentially infectious material (OPIM) | injury/illness, drooling, spitting, vomiting, biting, scratching, handling soiled items, etc. | * 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 | Eye protection CPR barrier/mask Blood clean-up kit | required with annual refresher (VS)   * PPE (VS)   **\*** First Aid/CPR/ AED (required as assigned) |
| General activities | Exposure to hot surface, liquid, or steam | Heater, burner, lamp, cooking appliance, etc. | * Maintain awareness and adequate distance * Avoid becoming distracted | Utilize hot pads and/or mitts |  |
| Motorized vehicle | Driving motorized vehicles. | * Always follow all motor vehicle laws, posted signs and speed limits * Do not engage in any activity which could interfere with your ability to safely operate a vehicle * Follow vehicle/trailer safe operating guidelines * Perform a pre-trip inspection before departing |  | Driving courses (VS) |
| 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 |

**\***= 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: