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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**  VS=VECTOR SOLUTIONS |
| Computer work for:   * Training * Recordkeeping * Reading/ answering emails * Report writing | 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 on school campus grounds (buildings, classrooms, offices hallways, parking lots, gymnasiums, weight rooms, playgrounds sporting venues, performing arts centers, etc.) | Slip/trip/ fall hazards | Clothing, backpacks, pens, crowded storage areas, items in walkways, wet floors, cords, deteriorating asphalt, etc. | * Follow 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/Falls (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 |  |  |
| Working outdoors:   * Playground observation * Crosswalk duty observation * Field day and other outdoor activities * Building checks | Exposure to weather conditions and air quality iVSues | 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 iVSues 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/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:   * Playground observation * Crosswalk duty observation * Field day and other outdoor activities * Building checks as a VSigned   *continued* | Slip/fall hazards | Slick surfaces due to:  Compact snow/ice Wet floors due to rain Leaves Etc. | * 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 | Ergonomic hazards | Lifting and/or overstretching or twisting when handling and moving items such as 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 | Office tools, scissors, stapler, holepunch, paper cutter, knives, laminator, copier, handcuffs/tasers (if supplied), 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 |  |  |

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| General Activities | 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* |
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| General Activities  *continued* | Electrical hazard | AV, computer equipment, small appliances, etc. | * Use Underwriters Laboratory (UL) rated equipment * Periodically inspect cords for damage * Do not place cords where they can be damaged |  | * 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 * 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) |
| Exposure to hot surface, liquid, or steam | Heater, burner, lamp, cooking appliance, copier, etc. | Maintain awareness and adequate distance Avoid becoming distracted | Utilize hot pads and/or mitts as needed |  |
| Ergonomic hazards | Standing for extended periods | * Wear comfortable, supportive, no/low-heeled shoes Alternate between standing and sitting * Take frequent micro-pauses to stretch * Consider adding 1-2 minute movement breaks every 30 minutes to your leVSon plans |  |  |
| Overreaching | * 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 prolonged bending/squatting/kneeling * Use a portable stool/chair to sit beside students * Avoid using furniture designed for small children |  |  |

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|  | Light Sources | Oncoming headlights, flashlights | * Use vehicle windshield visors * Direct eyes away from light source as safe to do so * Sunglasses as appropriate (recommended) |  |  |
| Chemical exposure | Dry erase pens, markers, glue, paint, toner, cleaners, disinfectants, etc. | * Use non-toxic, scent-free markers * Use only district-supplied cleaners and disinfectants * Read and follow the instructions on the label | Follow manufacturer’s recommendations | **\*** Hazard Communication Program (GHS)   * Scent Awareness(VS) |
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| Security Activities | Personal contacts, exercises, and violent activities | Students, staff, volunteer, parent contacts: student fights, upset people, intruders, etc. | * Be prepared to respond emergency situation(s) * Build positive relationships with staff, students, parents, volunteers and local first responders * Follow district security guidelines/policies/training * Maintain safety basics during contacts and confrontations * Be prepared to complete necessary investigations * Observe bus activities at start/end of school day (if a VSigned) * AVSist with monthly exercises * Maintain situational awareness * Maintain two routes of escape * AVSist with student threat assessments (as a VSigned)   Observe and Identify:   * + intruders - weapons   + gang activities - drugs   + bullying - violence (fights, etc.)   + criminal activities   + other social/emotional concerns |  | * Security Modules (VS) * Bullying Prevention/ Intervention (VS)   **\*** Emergency Procedures   * Workplace Violence (VS) * Severe Bleeding Response - if a VSigned (VS) * Conflict Management (VS) * De-Escalation (VS) |

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|  | Physical or verbal abuse | Being struck, hit, bit, stepped on, injured or verbally abused | * Select clothing/footwear/accessories mindfully:   + 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 protect the skin 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 | Follow district’s de- escalation policy Consider:   * Bite/cut resistant protective arm/ sleeve guards * Eye protection or face shields * Steel-toed shoes |  |
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|  | 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, etc.)   + Electrical panel |  | **\*** Fire Extinguisher (SS - required with annual refresher)   * GHS Training |

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| Assisting an injured/ill individual or incontinent child, 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, vomiting, biting, 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, latex, or nitrile gloves (i.e., nitrile) 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) |

**\***= 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: