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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Computer work for:* Work planning
* Supply inventory and/or ordering
* Cashier duties
* Completing 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)
 |
| Working/walking:* In/around the school:
	+ Kitchen
	+ Walk in coolers/ freezers
	+ Supply rooms
	+ Cafeteria
	+ Classrooms
	+ Offices
	+ Hallways
* Outdoors:
	+ Taking out trash
	+ Traveling between buildings/ storage areas
	+ To/from delivery vehicles
	+ Supporting outdoor events
 | Trip/ fall hazardsSlip/fall hazards | Books, pens, clothes, crowded storage areas, wet/slick floors, cords, food, fluids, grease, debris, etc. | * Follow good housekeeping practices
	+ Keep supplies off the floor
	+ Promptly clean up spills
	+ Utilize signage to mark wet floors
	+ Secure/cover cords and floor drains
* Wear comfortable, supportive, no/low-heeled shoes
* Ensure proper lighting; report burned out lights and areas with inadequate lighting
* Avoid:
	+ Taking shortcuts
	+ Becoming distracted
* Maintain situational awareness; keep eyes on path
* Walk; don’t run
* 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
 | Slip-resistant tread on shoes recommendedTraction gripping devices recommended on compact snow/ice | * Slips/Trips/Falls (VS)
 |
| Slick surfaces due to:Compact snow/ice Wet surfaces Leaves Deteriorating asphalt Other debris |
| 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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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Working/walking: Outdoors *continued* | Struck by falling or thrown objects | Tree limbs, snow/icicles from roofs, thrown objects | * Continually maintain awareness, looking up, down, and all around when walking/working outdoors
* Engage all your senses and always have an EXIT plan
* Avoid turning your back to students playing/running
 |  |  |
| Lifting/moving* Equipment
* Cooking supplies
* Setting up stations with entrées, soups, salads, breads, condiments, other food products and utensils
* Garbage
* Recyclables
* Cleaning supplies
* Mop buckets
* Other materials
 | Ergonomic hazardsFalls from elevated heights | Lifting and/or overstretching or twisting when handling and moving items such as:* Food products
* Kitchen equipment
* Cafeteria tables
* Garbage
* Dumpster lids
* Mop buckets,
* Cleaning supplies

Reaching items stored overhead | Start by analyzing the load and checking the path for slip/trip hazards and adequate lightKnow your limits; get help for heavy/awkward items Use mechanical aids whenever possible, i.e., carts, dollies, rolling platforms for large mixing bowls, etc. Use proper body mechanicsAvoid twisting - turn your feet and upper body to position yourself in front of the object being moved Use a whole hand grip (not a pinch grip) and two- hand grip when handling objectsLimit the size of the load-* Use several small containers to collect heavy items such as food and/or wood scraps, books and large volumes of paper waste
* Create a false bottom in large garbage cans by placing another item below the liner or tying a knot in the bottom of the liner
* Eliminate the suction effect in large trash cans that do not have built-in channels along the inside by drilling small holes in the sides of the can approximately ⅓ up from the bottom
* Lighten the load when setting up salad/food bars:
	+ Place food items/containers into the food bar before adding ice
	+ Load partially filled containers into the food bar; then top off the serving container; or
	+ Ask for help
* Store light items on upper shelves to avoid lifting/stacking heavy items above shoulder height
* Use a ladder/step stool to reach items stored overhead rather to avoid overreaching/stretching
* Never stand on chairs, crates, etc., to reach higher
* Inspect ladders/step stools prior to use; if defective, remove it from service if defective
* Follow safe ladder /step stool practices
 |  | * Back Injury and Lifting (VS)

**\*** Ladder training (VS) - *prior to using a ladder* |

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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| * Food preparation
* Serving
* Cleaning
 | Ergonomic hazards impacting muscles and/or joints, i.e., wrists, elbows, shoulders, back, necks, knees, etc. | Standing for extended periods, awkward and/or repetitive bending forward at waist and stretching/ overreaching to serve meals | * Wear comfortable, supportive, no/low-heeled shoes
* Use long-handled and/or adjustable telescopic handled tools/equipment to extend your reach when cooking, serving food, cleaning wide tables, etc.
* Turn your feet and upper body to position yourself directly in front of the area you are working on; step sideways as needed
* Use cutting boards/baking pans, and/or rolling carts to help position work at a comfortable height to prevent prolonged forward flexion of the neck/back, and awkward positioning of shoulders:
	+ Precision work, i.e., sorting items, is best performed 2-4 inches above elbow height
	+ Detailed work, i.e., making pastries, buttering toast/rolls, peeling, slicing, dicing fruits/ vegetables is best performed 2-4 inches below elbow height
	+ Forceful work, i.e., cutting, chopping, slicing, mixing, etc.) is best performed 4 to 10 inches below elbow height
* Avoid overreaching/overstretching to reach items and/or serve food by:
	+ Using a ladder/step stool to reach items on upper shelves
	+ Have students hold trays out closer to server
	+ Tilting deep boxes and containers
* Hand-wash knives and store them in a knife rack to protect the blade (dull knives require more force)
* Consider using anti-fatigue mats with beveled edges at stations requiring standing for extended periods
* Alternate activities
* Stretch regularly - at the start of your shift; and then take micro breaks as needed to re-stretch
 | Consider knee pads if kneeling for prolonged periods | VS Nutrition Service modules:* Food Safety and Kitchen Sanitation
* Food Service Equipment: Safe Use
* Food Service Equipment: Sanitation
* Orientation to Specialized Equipment & Equipment Proficiency
 |
| Exposure to hot surface, liquid, or steam | Hot food, liquids, steam, hot pans, ovens, burners, dishwashers, etc. | * Don’t rush and stay focused
* Always assume items are hot
* Lift lids away from you to direct steam away you
* When adding food to pans, use a motion moving away from your body so splashes are directed away
 | Utilize hot pads and/or mitts as needed |

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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Food preparation ServingCleaning*continued* | Exposure to hot surface, liquid, or steam *continued* | Hot food, liquids, steam generated by items dish- washers, hot burners, ovens, pans, etc. | * Don’t allow pan handles to extend over the front

edge of the stove or over top of another burner* Communicate to others when:
	+ Moving through the kitchen carrying a hot pan or items, especially if approaching a blind corner
	+ Resting a hot pan; use non-verbal cues such as positioning a hot pad over the handle
* Be careful not to overheat oil; it can burst into flames
* Be familiar with recommended first aid for burns
 |  |  |
| Contact with sharp, moving, rolling, or pinching objects | Broken glass, metal lids, knives, industrial mixers, meat/food slicers, doors, dumpster lids, cafeteria tables, ladders, office tools, etc. | * Use tools (tongs, broom/dustpan, etc.) to clean up broken glass; place in puncture-proof container
* Use tools or small objects (i.e., small box or can) to compress garbage in trash cans, not your hands
* Hold/carry trash bags away from your body
* Follow safe work practices and manufacturer’s directions for using/storing equipment, i.e., inspecting equipment prior to use to ensure all safety guards are in place over garbage disposals, industrial mixers, slicers, etc.
* Select the correct knife for the job
* Use a damp cloth under cutting boards to prevent slippage
* Never cut/slice items in your hand
* Use a stabilizing tool, if available; not your fingers, to steady the items being sliced
* Curl your fingers inward; away from the blade
* Cut away from your body
* Stay focused - stop and put down the knife if you become distracted
* Inspect knives before use; tighten/replace loose handles as needed
* When carrying a knife through the kitchen:
	+ Carry it at your side with the blade down and bend your elbow slightly so the blade won’t hit your calf; and
	+ Communicate to others you are carrying a knife
 | Wear cut-resistant gloves, if available, when:* Cleaning up broken glass
* Using knives
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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Food preparation ServingCleaning*continued* | Electrical hazard exposure | Appliances (coffee pot, microwave) | * Use Underwriters Laboratory (UL) rated equipment and GFCI outlets approved for environment/load expected
* Periodically inspect plugs and cords for damage
* Do not place cords where they can be damaged
* Follow safe work practices and manufacturer’s

directions for using, storing, and servicing equipment |  | * Electrical Safety (VS)
* Lockout/Tagout Awareness (VS)
 |
| Fire hazards | Hot oil, grease | * Do not place combustible products (paper, boxes, etc.) on top of heat generating equipment
* Avoid overheating oil - it can burst into flames
* If you have an oil fire, turn off the heat source and cover the flames with a fire blanket, wet cloth or lid. For large fires, use a wet chemical extinguisher
* Do not block access to:
	+ Emergency exit doors/routes
	+ Emergency equipment (fire extinguishers/alarm pull stations, eyewash/shower stations, etc.)
	+ Electrical panels
 |  | * Fire

Extinguisher Safety (VS) |
| Cleaning and sanitizing:* Cooking utensils and equipment
* Serving trays
* Sinks
* Countertops
* Ovens
* Burners
* Serving bars
* Warming carts
* Tables
* Walls
* Floors
* Etc.
 | Exposure to hazardousChemicals Dust Asbestos | Cleaning product glass, countertop and oven cleaners, degreasers, disinfectants, nuisance dust, falling ceiling tiles, crumbling flooring or insulation materials, etc. | * Use only district-supplied and least toxic cleaners, disinfectants, chemicals or other products available
* Maintain a current chemical inventory and read and follow instructions on labels and Safety Data Sheets (SDS) for using, storing, cleaning up spills, PPE, ventilation requirements, etc.
* Contact chemical suppliers for additional safety information and/or recommendations
* Know the location of, how to use, and routinely check/test safety and emergency equipment (i.e., emergency eyewash, fire extinguishers, first-aid kit, spill kits, etc.)
* Report damaged/falling building materials (ceiling tiles, flooring, insulation, etc.) to maintenance
 | Follow manufacturer’s recommendations for PPE (neoprene gloves, chemical aprons, non- vented goggles, face shields, respirators, etc.) | * Hazard Communication Program (GHS)
* Asbestos Awareness Training (VS)
* Scent Awareness (VS)
 |
| General activities | Motorized vehicle | Incident/ accident involving 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
* Take breaks when driving for extended periods
* Perform a pre-trip inspection before departing
 |  | Driving courses in the Transportation Section of VS |

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

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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| General activities*continued* | Physical or verbal abuse | Being struck, hit, bit, stepped on, injured, or verbally abused | * Selecting clothing/footwear/accessories mindfully:
	+ Avoid loose/baggy clothing and accessories which could be pulled or caught in moving equipment, i.e., dangling strings, earrings/hoops, necklaces, scarves, lanyards, etc.
	+ Long sleeved shirts and long pants help protect the skin if bitten or scratched
* Tie back/secure long hair
* Maintain situational awareness
 | Follow district’s de- escalation policy | * De-escalation Strategies as assigned (VS)
* Bullying Prevention/ Intervention (VS)
* Emergency Procedures
* Workplace Violence (VS)
 |
| Workplace violence | Student fights, upset people, intruders, etc. | Maintain situational awareness and two routes of escape (whenever possible)Follow district policies |  |
| Working alone | * Follow district safety/security policies
* Maintain situational awareness
 |
| 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, depending on risk of exposure per CDC/LHJ/DOSHGuidelines | * Common illness prevention and other trainings as assigned (VS)
* Infectious Disease Exposure Control Plans
 |
| Assisting injured/ ill individual(s)ORWorking 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 or nitrile glovesEye protection CPR barrier/mask Blood clean-up ki | **\*** Bloodborne Pathogens - required with annual refresher (VS)* PPE (VS)

**\*** First Aid/CPR/ AED (required as assigned) |

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: