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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 hazards  Slip/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 recommended  Traction 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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| 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 hazards  Falls 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 light  Know 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 mechanics  Avoid 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 objects  Limit 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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| * 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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| Food preparation Serving  Cleaning  *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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| Food preparation Serving  Cleaning  *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 hazardous  Chemicals 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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| 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/DOSH  Guidelines | * Common illness prevention and other trainings as assigned (VS) * Infectious Disease Exposure Control Plans |
| Assisting injured/ ill individual(s)  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, 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 gloves  Eye 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: