**June**

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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** VS=VECTOR SOLUTIONS |
| Computer work for:   * Training * Reading/ answering emails * Scheduling | 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 equipment, supplies, 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/ Falls (VS) * Classroom Safety (VS) |
| Struck by falling, thrown items | Stored supplies, hoists, jacks, building materials tools, equipment on carts, thrown objects, rocks, limbs/branches, ceiling tiles, balls | * 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, hard hats, etc. |  |
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|  |  |  |  |  | VS=VECTOR SOLUTIONS |
| Working outdoors   * Working outdoors on projects * Fall hazards if working at height * Fall and/or ditch cave-in | 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 (layered) clothing and footwear (including traction devices) for conditions * Use sunscreen as needed * Stay hydrated | 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 into ditches, trenches, ravines  Ditch collapse or cave-in | Slick surfaces due to:  Compact snow/ice  Wet floors due to rain Grease/fluids/ food on floor Ladders | * 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 * Use Ditch “shore/shield protection devices” as   required   * Call 8-1-1 before digging as required | Recommendations:  Fall protection device as required by APP Traction devices | **\***Fall Protection Training (VS) Aerial Work Platform  **\*** Ladder training (VS) - Trenching and Excavation Safety (VS)   * Confined Spaces (VS) |
| Using/handling equipment and other materials:   * Stocking supplies and materials | Ergonomic hazards   * Awkward postures * Repetitive motions * High hand force * Repeated impact * Moderate to high vibration | Lifting and/or overstretching or twisting when handling and moving equipment and/or materials  Standing for extended periods, bending to do work, using power tools, shoveling, wood chipper, overreaching | Always start by analyzing the load and checking the path for slip/trip hazards and adequate light Know your limits - divide 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  Store light items on upper shelves to avoid lifting/stacking heavy items above shoulder height   * Wear comfortable, supportive leather footwear * Take frequent micro-pauses to stretch * Position yourself directly in front of the area you are working on; step sideways as needed * Avoid overreaching/overstretching and prolonged bending/squatting/kneeling |  | * Back Injury and Lifting (VS) * Powered Industrial Truck (VS) * Powered and Hand Tool Safety (VS) |

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| Using/handling equipment and other materials:   * Stocking supplies and materials * Powered   industrial equipment (riding lawn mowers, UTVs, forklifts, snowblowers, implements, leaf blowers, etc.) | 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 and districts fall protection program | Fall protection device | **\*** Ladder training (VS) - *prior to using a ladder* |
| Contact with sharp, moving, rolling, or pinching objects | Mower blades, hand tools, needle sticks, knives, saw blades, sharp edges, scissors, augers, reels, needles, broken glass, cutting tools, nails and screws, engine parts, shovels, rakes, chippers, chain saws | * 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 | * Wear proper PPE: boots, chaps, gloves, eye/hearing protection, hardhat, etc. as necessary * Utilize a grabbing tool to handle needles and/or drug paraphernalia | * Commercial Mower Safety (VS) * Hand and Power Tool Safety (VS) * Utility Vehicle Safety (VS) |
| Exposure to hazardous noise | Tools/equipment (hand, powered, pneumatic, motorized, etc.) saws, blowers, lawn mowers, tractors, chippers, chain saws, 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 * Sign equipment that requires hearing protection * Move away from source of noise to reduce exposure * Isolate noisy equipment | * Hearing protection (ear plugs or earmuffs) if noise exposure:   + For an 8-hour time weighted average (TWA8) is > 85 dB; or   + Is >115 dB | **\*** Hearing Loss Prevention (VS) |
| Fire hazards  Chemical exposure | Combustible chemicals, grease or materials near/on heat sources  Oils, antifreeze, gas, diesel, parts cleaner, cleaning products, paints, glues, fertilizers, | * 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 overload circuits * Read and follow instructions on the label and Safety Data Sheet(s) (SDS) * Follow your district’s Chemical Hygiene Plan when purchasing, handling, using, mixing, storing, cleaning up spills, and disposing of chemicals * Maintain a current chemical inventory * Properly position/secure compressed gas cylinders |  | **\***Fire Extinguisher (VS - required with annual refresher)   * GHS Training * Spill Clean up * Welding Safety * Lead Awareness (VS) * Asbestos Awareness (VS) |

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| Using/handling equipment and other materials | Chemical exposure *Continued* | pesticides, herbicides, batteries, solvents, insect stings/bites, deicers | * Store flammable liquids in approved containers and storage cabinets * Store oily rags in self-closing metal containers * Do not block access to:   + Emergency exit doors/routes   + Emergency equipment (fire extinguishers/ alarm pull stations, eyewash/shower stations, etc.)   + Electrical panels * 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, chemical spill kits, pump sprayers, etc. |  | * Compressed Ga Safety (VS) * Fire and Explosion Hazards (VS) |
| Electrical exposure | Striking buried or contacting overhead electrical hazards, improper and/or defective extension cords | * Call 8-1-1 as required prior to digging * Look up to clear and ensure no overhead lines are present * Periodically inspect plugs and cords for damage - replace as necessary * Do not place cords where they can be damaged * Only use extension cords approved for the environment and loads expected * Follow safe work practices and manufacturer’s directions for using, storing, and servicing equipment * Always ensure the power is off to the piece of equipment you are working on before starting * Follow your district’s lockout/tag out procedures to   control all sources of energy | Wear proper PPE: Boots, gloves, etc. | * Electrical Safety (VS) |
| Storm Water exposure | Flooding/drain issues | * Maintain drains free from fuel or other contaminants |  | * Storm Water Mgmt. Overview (VS) |
| Exposure to Hazardous:   * Chemicals * Gases * Dust | Oils, antifreeze, gas, diesel, parts cleaner, cleaning products, disinfectants, paints, glues, fertilizers, | * Use only district-supplied cleaners, disinfectants, chemicals, or other products * Maintain, read and follow instructions on the label and Safety Data Sheet(s) (SDS) * Maintain a current chemical inventory * Utilize proper ventilation, i.e. paint booth, hood vent, snorkel vent etc. | Follow manufacturer’s  recommendations  Dust mask, goggles when working in windy condition with blowing dust | **\*** Hazard Communication Program (GHS)   * Asbestos Awareness Training (AHERA) (VS) |

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|  |  | pesticides, herbicides, batteries, solvents, deicer, carbon monoxide (CO), field lime, nuisance dust, asbestos, blown dirt, yard debris, etc. | * Properly ventilate running equipment indoors * 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.) * Contact your chemical supplier for additional safety information and/or recommendations * Properly maintain equipment * Monitor others for signs/symptoms of CO exposure * Consider installation of a CO monitor |  |  |
| 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 Diseases Exposure Control Plans |
| Assisting an injured/ill individual, working in close proximity to others | Exposure to blood or other Potentially infectious material (OPIM) | Contact with blood or OPIM due to injury/illness, hypodermic needles, trash contaminated with body fluids, 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) |
| General activities | Exposure to hot surface, liquid, or steam | Motors, exhaust pipes, space heaters, hot surfaces outdoors, torch, welder, etc. | * Maintain awareness and adequate distance * Avoid becoming distracted | Leather gloves, chaps and welding sleeves |  |
| Motorized vehicle | Driving motorized vehicles, towing trailers | * 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) |

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| General activities  *Continued* | Workplace violence | Student fights, upset people, trespassers or 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 |
| Physical or verbal abuse | Being struck, hit, bit, stepped on, injured or verbally abused | * 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 | * De-escalation Strategies as assigned (VS) |

**\***= 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: