**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. |  |
| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING** |

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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 hazardsFalls from heights into ditches, trenches, ravinesDitch collapse or cave-in | Slick surfaces due to:Compact snow/iceWet 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 materialsStanding 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 helpUse 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 injuriesAlternate tasks to prevent repetitive motion/activityStore 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 hazardsChemical exposure | Combustible chemicals, grease or materials near/on heat sourcesOils, 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’srecommendationsDust 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/DOSHGuidelines | * 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)
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**\***= 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: