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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**  VS=VECTOR SOLUTIONS |
| Computer work for:   * Reading/ answering emails * Writing orders/ inventory * Training * Reviewing orders and inventory | 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 Warehouse, parking lots, on school grounds, etc.) | Slip/trip/ fall hazards | Pallets, storage bins and other items on floor crowded storage areas, items in walkways,  wet surfaces (floors - docks - ramps), cords, deteriorating asphalt, etc. | * Follow and enforce good housekeeping practices * Cover/secure cords * Wear comfortable, supportive, low-heeled footwear * Ensure proper lighting; report burned out lights and areas with inadequate lighting * Avoid running * Avoid distractions/maintain situational awareness |  | * Slips/Trips/Falls (VS) |
| Struck by falling, thrown, or moving objects | Stored supplies, collapsing shelves, struck by vehicle | * Continually maintain awareness, looking up, down, and all around when walking; use caution when approaching intersections and blind spots * Always have an EXIT plan * Store heavy items on lower shelves * Do not overload shelving * Secure shelves to prevent tipping * Inspect shelving and items after earthquake | Hard hats (optional) |  |
| Contact with sharp, moving, rolling, or pinching objects | Scissors, box cutter, paper cutter, knives, scraper, 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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| Working outdoors   * Working outdoors on projects * Fall hazards if working at height | 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 and sunglasses 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) |
| Stocking or removing items on shelves, loading items into vehicles, working with equipment and combustibles | Working at elevated height | Falls from elevated surface, ladders, loading docks, liftgates, etc. | * Never stand on furniture (chairs, tables, shelving PIT forks) * Inspect ladder/step stool prior to use * If defective, remove it from service * Follow safe ladder/step stool practices * Secure truck/trailer while loading or unloading |  | **\*** Ladder training (VS) - *prior to using a ladder* |
| Electrical hazard | Computer equipment, small appliances, PIT charging system, etc. | * Use Underwriters Laboratory (UL) rated equipment * Periodically inspect cords for damage * Do not place cords where they can be damaged or run over * Follow charging directions for PIT |  | * Electrical Safety (VS) * Lockout/Tagout Awareness (VS) |
| Fire hazards | Combustible materials near/on heat generating equipment or heat sources | * Turn off vehicles when refueling * Ensure fire extinguishers on PIT/vehicles are serviced and maintained * 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) |
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| General Work Tasks | Ergonomic issues *continued* | Working with items at lower levels | * Avoid bending/squatting/kneeling for prolonged periods |  |  |

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|  | Exposure to Hazardous:   * Chemicals * Gases * Dust | Cleaners disinfectants, carbon monoxide (CO), flammable or hazardous liquids/gasses, lead, asbestos, etc. | * 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. * 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 | Follow manufacturer’s  recommendations | **\*** Hazard Communication Program (GHS)   * Asbestos Awareness Training (VS) |
| Working in close proximity to others | 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 |
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| Assisting an injured/ill individual | Exposure to blood or other potentially infectious material (OPIM) | Contact with blood or OPIM due to injury/illness, vomiting, bleeding, 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) |
| General activities | Exposure to, hot surface, liquid, or steam | Heater, burner, lamp, cooking appliance, vehicle exhaust, propane, etc. | * Maintain awareness and adequate distance * Avoid becoming distracted * Follow chemical labels and warnings | Utilize hot pads, mitts or gloves as needed |  |

**\***= 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: