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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**VS=VECTOR SOLUTIONS |
| Computer work for:* Scheduling routes
* 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/seat, monitor screen, keyboard and mouse to maintain neutral positioning of back/ head/neck/arms/wrists and prevent glare on screen, visor to eliminate sun/headlight glare on windshield
* 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)
 |  | * Office ergonomics (VS)
* Driver Training Safety (VS)
 |
| Walking in and around busses, school buildings, hallways, parking lots, on/off school grounds, etc. | Slip/trip/fall hazards | Clothing, backpacks, pens, crowded storage areas, items in walkways, slick floors and/or steps, deteriorating asphalt/rock/dirt parking lots, poorly lit areas, cords, leaves, etc. | * Follow and enforce good housekeeping practices
* Secure cords (retractable reels, hang cords when not in use, etc.)
* 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/road
* Maintain situational awareness
 |  | * Slips/Trips/Falls (VS)
* Transportation Safety (VS)
 |
| Struck by falling, thrown, or moving objects | Tree limbs/ branches, snow/icicles from roofs, thrown objects, vehicle parts (hoods, etc.) | * Continually maintain awareness, looking up, down, and all around when walking/working outdoors
* Engage all your senses
* Always have an EXIT plan
* Avoid turning your back to students who are playing/running
 |  | * Transporta-tion Safety modules (VS)
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| Working outdoors:* Pre-Trip inspections
* Trip delays
* Waiting between trips and/or events
 | Exposure to weather conditions and air quality issues | Exposure to hot/cold temperatures, sun, humidity, wind, precipitation, wildfire smoke, pre- trip inspections, delays due to vehicle failure, road closures accidents, etc. | * 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) |
| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING VS=VECTOR SOLUTIONS** |
|  | Slip/fall hazards | Slick surfaces due to:Compact snow/ice Wet surfaces Uneven ground Slippery steps LeavesEtc. | * 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
* Maintain safe and clean steps in the bus
* Report slippery areas to appropriate staff
 | Traction gripping devices recommended on compact snow/ice**DO NOT** wear YakTrax or similar footwear device while driving |  |
| Using/handling equipment and other materials:* Route planning
* Inspecting vehicle equipment
* Washing busses and windows
 | Ergonomic hazards | Lifting, twisting, or overstretching when moving ladders, platforms, cleaning or clearing windows, opening hatches, etc. | Always start by analyzing the load and checking the path for slip/trip hazards and adequate light Know your limits - reduce the weight by dividing up heavy loads; use carts, dollies, etc., and/or get helpUse proper body mechanics and avoid twisting Avoid prolonged bending/squatting/kneelingUse 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/activityAvoid overstretching to reach doors, windows, or vehicle controls |  | * Back Injury and Lifting (VS)
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| * Annual evacuation training
 | Contact with sharp, moving, rolling, or pinching objects | Wheelchairs, vehicle parts, passenger lifts, tire traction devices, entry or compartment doors, control switches/knobs, gates, engine hood, emergency exits, window hardware, students moving in the bus, objects students bring on the bus, etc. | * Be attentive and avoid distractions
* Follow safe work practices and manufacturer’s

directions for using/storing equipment,* Repair/replace damaged/defective items as needed
* Be cautious using “tire thumpers” and watch for

recoil |  | * Wheelchair Securement (VS)
* Child Safety Restraint Systems (VS)
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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**VS=VECTOR SOLUTIONS |
| Using/handling equipment and other materials:* Route planning
* Inspecting vehicle equipment
* Washing busses and windows
* Annual evacuation training

*Continued* | Working at elevated height | Falls from elevated surface | * Never stand on bus seats, chairs, tables, etc.
* Take caution when washing and/or removing snow/ice from windows; opening roof vents, emergency exits, and engine compartments; and checking fluids
* Inspect ladder/step stool prior to use
	+ If defective, remove it from service
	+ Follow safe ladder/step stool practices
* Rear/Side (Emergency) door exits during yearly testing and or emergency events
 |  | **\*** Ladder training (VS) - *prior to using a ladder* |
| Electrical hazard | Vehicle charging stations, engine block heaters, computer equipment, small appliances, etc. | * Use Underwriters Laboratory (UL) rated equipment
* Periodically inspect cords for damage damaged
 |  | * Electrical Safety (VS)
* Lockout/Tagout Awareness (VS)
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|  | Fire hazards | Combustible materials near/on heat generating equipment or heat sources | * Do not place/hang combustible materials on or near heating sources
* Do not cover fuse panels, switches or outlets
* Properly inspect and maintain fire extinguishers so contents are not compacted
* Do not block access to:
	+ Emergency exit doors/routes
	+ Emergency equipment (fire extinguishers, first aid kits, etc.)
 |  | **\*** Fire  Extinguisher (VS - required with annual refresher) |
| Vehicle Operations | Pre-trip inspection | Vehicle movement, tire inspection, lights and horns, crossing arm | * Inspect vehicle interior for unsecured items
* Inspect vehicle tires using tire thumper
* Inspect vehicle exterior for damaged or loose parts
* Inspect crossing arm for proper movement
* inspect all lights and horn(s) for proper operation
 |  | Follow State and District guidelines |
| Ergonomic hazards | Sitting for extended periodsSeat Belt and harness restraints | * Wear comfortable, supportive, low-heeled footwear
* Take frequent micro-pauses to stretch
* Consider adding 1-2 minute movement breaks every 30 minutes
* Position seat for comfort and restraint usage
* Position mirrors for proper traffic and student observations
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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**VS=VECTOR SOLUTIONS |
| Vehicle Operations *Continued* | Distracted or fatigued driving | Use of electronic devices (calls/texts), sleepiness, etc.Maintain communications with transportation, school administrators, and building office | * Use hands-free devices while driving when available
* Do not drive when tired or fatigued
* Do not text while driving
* Ensure no CO2 issues exist
* Avoid driving in left lane on multi-lane roadways
* Maintain radio and/or cell phone communications
* Be knowledgeable of areas where no radio or cell

phone coverage isn’t available* Know district policies/procedures to report emergencies and/or call 911 as necessary
 |  |  |
| Noise | Engine/exhaust, road noise, radio at high volume, congregate students | * Control excessive interior noise for hearing and driving safety practices
* Report excessive vehicle noises
* Do not wear headphones or earphones (such as earpods, etc.) while operating a vehicle
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|  | Light Sources | Oncoming headlights Sunlight Interior/dash lights FlashlightsRoad flares/LED emergency lights | * Be cautious of night blindness and direct eyes towards a safe location while maintaining safe driving practices
* Use sunglasses as necessary (recommended)
* Use windshield visors
* Don’t stare into bright lights/sun
* Reduce interior/dash lights while driving during hours of darkness
 |  |  |
| Student checks | Follow state and district policies to ensure all students have exited the bus at the conclusion of the route | * Walk to rear of bus checking on and under seats to ensure all students have exited the bus
* Check around bus prior to moving to ensure the area is clear of people and/or obstacles
 |  |  |
| Chemical exposure | Bus fluids: Diesel, gasoline, oil, propane oxygen, anti-freeze, washer fluid, cleaners, disinfectants, markers, glue, paint, fire extinguisher, bus emissions, etc. | * Use non-toxic, scent-free markers
* Use only district-supplied cleaners and disinfectants
* Read and follow the instructions on the label
 | Follow manufacturer’s recommendationsAppropriate gloves Eye and/or respiratory protection | **\*** Hazard Communication Program (GHS)* Scent Awareness (VS)
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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**VS=VECTOR SOLUTIONS |
| Vehicle Operations *Continued* | Driving activities | Follow state and district driving laws/policies | * Follow all applicable laws
* Maintain Bus Driving certification as required by WA State Department of Licensing (WADOL)
* Follow district policies and procedures
* Notify supervisor of any collision immediately
* Notify supervisor of any law enforcement contact(s)
* Notify supervisor of all driver license status changes (including suspension, renewals, etc.
 | * Follow any WADOL license restrictions
* (required eye glasses, etc.)
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|  | Physical or verbal abuse | Being struck, hit, bit, stepped on, injured or verbally abused | * Be mindful when selecting clothing, footwear, and accessories:
	+ Avoid items that can be grabbed or pulled, i.e., dangling earrings or hoops, necklaces, strings, scarves, lanyards, loose/baggy clothes, etc.
	+ Long sleeved clothing and long pants can help reduce the likelihood of skin being broken if bitten or scratched
* Tie back/secure long hair
* 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 Consider:* Bite/cut resistant protective arm/ sleeve guards (with biters)
* Eye protection or face shields

(with spitters)* Steel-toed shoes (with stompers
 | * De-escalation Strategies as assigned (VS)
* Transporta-

tion Safety series (VS)* Bus Behavior and Discipline (VS)
 |
| 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 exposures per CDC/LHJ/DOSHGuidelines | * Common illness prevention and other trainings as assigned (VS)
* Infectious Diseases Exposure Control Plans
 |
| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**VS=VECTOR SOLUTIONS |
| Assisting an injured/ill individual or incontinent child, 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, 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) |

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| General activities | Exposure to hot surface, liquid, or steam | Heater, burner, lamp, engines, radiators, tires appliance, copier, laminator, etc. | * Maintain awareness and adequate distance
* Avoid becoming distracted
 | Utilize gloves as needed | * Distracted Driving (VS)
 |
| Workplace violence | Student fights, upset people, 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

Properly position vehicles for emergency egress Follow district policies |  | * Bullying Prevention/ Intervention (VS)
* Emergency Procedures
* Workplace Violence (VS)
* De-Escalation
* Bus Behavior and Discipline (VS)
 |
| Working alone | * Follow district safety/security policies
* Maintain situational awareness
* When possible, park busses in a well-lite area
* When possible, park busses to allow quick egress
* If remaining inside, lock doors for personal safety while waiting for students/staff to return
 |

**\***= 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: