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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) |
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|  | Slip/fall hazards | Slick surfaces due to:  Compact snow/ice Wet surfaces Uneven ground Slippery steps Leaves  Etc. | * 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 help  Use proper body mechanics and avoid twisting Avoid prolonged bending/squatting/kneeling  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  Avoid 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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| 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 periods  Seat 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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| 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 Flashlights  Road 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 recommendations  Appropriate gloves Eye and/or respiratory protection | **\*** Hazard Communication Program (GHS)   * Scent Awareness (VS) |
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| 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/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 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: