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| **TASKS** | **POTENTIAL HAZARDS** | **EXAMPLES** | **CONTROLS** | **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | **TRAINING**  VS=VECTOR SOLUTIONS |
| Computer work for:   * Performing essential duties of job * Meetings * 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, 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 district buildings (in classrooms, hallways, parking lots, on school grounds, etc.) | Slip/trip/ fall hazards | Items in walkways, wet floors, cords, crowded storage areas, clothing, backpacks, pens, deteriorating asphalt, etc. | * Designate storage areas for work supplies, equipment, etc., to keep them off the floor and out of walkways * Follow and enforce good housekeeping practices * Cover/secure cords * Wear comfortable, supportive, no/low-heeled shoes * 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) |
| Struck by falling, thrown, or moving objects | Tree limbs/ branches, snow/ icicles from roofs, supplies on shelves, thrown objects | * Continually maintain awareness, looking up, down, and all around when walking/working outdoors * Engage all your senses * Always have an EXIT plan |  |  |
| Traveling to/from vehicles and in between district buildings | 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 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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| Traveling to/from vehicles and in between district buildings | Slip/fall hazards | Slick surfaces due to:  Compact snow/ice Wet floors due to rain | * 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 * Report slippery areas to appropriate staff | Traction gripping devices recommended on compact snow/ice |  |
| Using/handling equipment and other materials | Ergonomic hazards | Lifting and/or overstretching or twisting when handling and moving items such as heavy books and binders, reams of paper, desks, chairs, 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  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/hang materials  Store light items on upper shelves to avoid lifting/stacking heavy items above shoulder height |  | * Back Injury and Lifting (VS) |
| Contact with sharp, moving, rolling, or pinching objects | Office tools, scissors, stapler, holepunch, paper cutter, copier, laminator, safes, drawers, tables, chairs, carts, knives, 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 |  |  |
| General activities | 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 |  | **\*** Ladder training (VS) - *prior to using a ladder* |
| Electrical hazard | AV, computer equipment, small appliances, fans, heaters, improperly used/ sized extension cords, etc. | * Use Underwriters Laboratory (UL) rated equipment * Do not overload circuits * Plug large-draw appliance such as portable heaters, refrigerators, toasters, etc., directly into a wall outlet (not into a power strip) * Periodically inspect cords for damage * Do not place cords where they can be damaged |  | * Electrical Safety (VS) * Lockout/Tagout Awareness (VS) |

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| General activities  *continued* | Fire hazards | Combustible materials near/on heat generating equipment or heat sources | * 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) |
| Ergonomic hazards | Standing for extended periods | * Wear comfortable, supportive, no/low-heeled shoes * Alternate between standing and sitting * Take frequent micro-pauses to stretch * Consider adding 1-2 minute movement breaks every 30 minutes to your lesson plans |  |  |
| Overreaching to use/clean/hang materials | * Position yourself directly in front of the area you are working on; step sideways as needed * Avoid overreaching/overstretching |  |  |
| Filing paperwork in lower drawers | * Avoid prolonged bending/squatting/kneeling * Use a portable stool/chair when possible * Avoid using furniture designed for small children |  |  |
| Exposure to:  Chemicals Hazardous dust | Dry erase pens, markers, glue, paint, toner, cleaners, disinfectants, falling ceiling tiles, crumbling flooring or insulation material, etc. | * Use non-toxic, scent-free markers and art/craft supplies * Use only district-supplied cleaners and disinfectants * Read and follow the instructions on the label * Contact your district’s maintenance department to report issues involving damaged/falling building materials such as ceiling tiles, flooring, etc. * Do not disturb/clean unknown building material such as ceiling tiles, crumbling flooring, etc. | Follow manufacturer’s  recommendations | **\*** Hazard Communication Program (GHS)   * Scent Awareness (VS) * Asbestos Awareness (VS) |
| Exposure to hot surface, liquid, or steam | Heater, lamp, cooking appliance, copier, laminator, etc. | * Maintain awareness and adequate distance * Avoid becoming distracted | Utilize hot pads and/or mitts as needed |  |
| 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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| General activities  *continued* | Workplace violence | Upset students, staff, parents, co-workers, fights, patrons, 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) |
| Working alone | * Follow district safety/security policies * Maintain situational awareness |
| Motorized vehicle | Operating motorized vehicles | * Always follow all motor vehicle laws, posted signs and speed limits * Do not engage in any activity which could interfere with your ability to operate a vehicle in a safe manner while on district business * Take breaks when driving for extended periods * Perform a pre-operational inspection to check the readiness of the vehicle before the trip begins |  | Driving courses i Transportation Section of SS |
| Working in close proximity to others (co- workers, visitors, 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, handwashing, 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 | Exposure to blood or other potentially infectious material (OPIM) | Contact with blood or OPIM due to injured/ill co-workers, students or visitors, 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/OPIM per district policy * Consult with your district’s school nurse as needed | Disposable non-latex or nitrile gloves  Eye protection CPR barrier/mask Blood clean-up ki | **\*** Bloodborne Pathogens - required with annual refresher (VS)   * PPE (VS)   **\*** First Aid/CPR/ AED (required as assigned) |

**\***= 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: