

## Los Rios Community College District - Job Safety Analysis

<b>Job Category: Administrative/Supervisory (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: Appropriate keyboard and wrist pad		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
Hours of sitting in one position entering data, typing, correspondence, reports, meetings, contracts, etc.	Neck and Back strain. Carpal tunnel syndrome.	Adjust chair, keyboard and monitor at appropriate height for safety and comfort for each user. Use appropriate keyboard and wrist pad.
Phone work (making/receiving)	Neck strain.	Use appropriate attachment, which allows the receiver to rest on the shoulder during extended calls. Headphones may be an appropriate replacement of regular receiver in heavy call departments.
Driving and parking vehicles	Vehicle accident resulting in personal injury.  Criminal activity.	Wear seat/shoulder belts at all times. Follow safe driving rules/regulations. Practice defensive driving. Park in legal spaces, not obstructing traffic. Do not consume alcoholic beverages or other intoxicants prior to or during work.  Lock vehicle when unattended. Park close to entrance or in well-lit areas.
Video Display Terminal (VDT) / Computer monitor	Visual stress due to improper lighting and work station design. Muscular skeletal injuries due to poor work station design.	Background lighting and screen lighting should be compatible and adjustable. "No glare" screens should be provided. Eye care and rest periods should be provided as necessary. Screen positions should be adjustable. Adjustable chairs and keyboards should be provided. Employees should be trained to avoid muscular skeletal problems.
Opening file drawers	File cabinets tipping over onto user. Jamming fingers.	Use proper technique for opening file drawers.
Shredding confidential files	Muscle strain, crushed fingers, paper dust.	Use proper lifting techniques utilizing large leg muscles to move heavy boxes. Unplug electrical sources before clearing blades. Use filter mask to prevent inhalation of paper dust.
Chemically, emotionally and psychologically imbalanced students	Physical harm.	Contact college police for assistance and protection if student appears to be out of control. Use non-aggressive communication skills.

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Office work (after hours, evenings/weekends)	Physical harm.	Lock office door if working late at night and alert college police of your presence on campus.
Date: June 28, 1991 / Analysis By: Clarice Bettencourt / Reviewed By: Bill Silvia		

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Chancellor; Deputy Chancellor, Executive Vice Chancellor; Vice Chancellor, College President, Chief Contract Manager; Associate Vice Chancellor, General Counsel; Vice President; Director I - X; Manager I - X; Dean, Associate Dean; Accounts Payable Supervisor; Admissions and Records Supervisor; Bookstore Supervisor; Business Services Supervisor; Campus Operations Supervisor; Child Development Center Supervisor; College IT Systems Supervisor; Confidential Senior Human Resources Officer, Counseling Supervisor; Custodial/Receiving Supervisor; Custodial Supervisor; Educational Center Supervisor; Employee Benefits Supervisor; Event Services Supervisor – Harris Center for the Arts; Facilities Maintenance – Electrical Systems Supervisor; Facilities Maintenance – Grounds Supervisor; Facilities Maintenance – Heating/Ventilation/Air Conditioning (HVAC)/Plumbing Supervisor; Facilities Maintenance – Structures Supervisor; Facilities Maintenance - Supervisor; Facilities Maintenance – Transportation Supervisor; Facilities Management Operations Supervisor; Facilities Projects Supervisor; Financial Aid Supervisor; Fiscal Services Supervisor; Food Services Manager; General Accounting Supervisor; General Services Supervisor, Risk Management; Hospitality Management – Culinary Supervisor; Instructional Computer Laboratory Supervisor; Instructional Science Laboratory Supervisor; Information Technology Application Systems Supervisor; Information Technology Production Services Supervisor; Information Technology Technical Service Supervisor (District Office); Maintenance Technician Supervisor; Media Resources Supervisor; Payroll Supervisor; Police Communications Supervisor; Police Sergeant; Printing Services Supervisor; Public Information Officer, Purchasing Supervisor; Sacramento Regional Public Safety Training Center (SRPSTC) Office Supervisor; Student Life Supervisor; Student Support Supervisor; Technical Director – Harris Center for the Arts; and Ticket Office Supervisor – Visual & Performing Arts Center.