

Los Rios Community College District – Job Safety Analysis

Job Category: Science/Vocational/Technical - Apparel Design Merchandising (ADAM) (Instructor/Instructional Assistant/Laboratory Technician) (For Specifics See Below*)		
Required and/or recommended personal protective equipment: N/A		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Standing for long periods of time	Leg/knee problems, back problems	Follow good health physiology practices: Do not lock knees, exercise good posture, change stance, and move back and forth. Stretch, exercise and maintain appropriate body weight. Avoid fatigue.
Audio visual presentations	Muscle strain, back injury	Apply proper technique to lifting and moving heavy equipment. Use mobile carts whenever possible.
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.
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.
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.
Use of regular scissors, pins, needles	Minor cuts, sticks, bacterial infection	Use caution when using any sharp instruments. Keep tools sharp and clean. Get tetanus immunization regularly to prevent illness.
Use of electric scissors, sewing machine and surging machines	Cuts, needle puncture, bacterial infection	Use equipment only for intended use. Do not use equipment for which you have not had training. Turn off when not in use. Keep eyes on materials being guided with hands during sewing/surging motion. Get tetanus immunization regularly to prevent bacterial infections.
Contact with students with open wounds	Exposure to Hepatitis B, AIDS	Use extreme caution if student is injured in class. Send student to college nurse if accident occurs. Have vaccination for Hepatitis B.
Lifting/moving awkward or heavy objects	Back injury, muscle strain	Use proper body mechanics when lifting/moving awkward or heavy objects. Ask for assistance if needed. Use pushcarts when necessary.

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Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
General work area	Slips, pin sticks, falls	Keep lab area clean and clutter free. Pick up any pins that you may drop. Do not have cords or other items obstructing walkway.
Iron	Skin burns, electrocution, fire	Do not leave iron unattended. Turn off iron and disconnect from electrical outlet. Do not let cord rest on wet surface. Do not leave iron setting on material. Handle hot iron with care.

Date: June 28, 1991 / Analysis By: Clarice Bettencourt

*Note: This Job Safety Analysis form includes the following position in the Los Rios Community College District: Instructor - Apparel Design Merchandising