

Los Rios Community College District – Job Safety Analysis

Job Category: Audio/Visual/Communications (For Specifics See Below*)

Required and/or recommended personal protective equipment: Gloves, eye protection / safety goggles, rubber - soled shoes, protective clothing		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Repair/Maintenance to A/V Equipment	Back injury, muscle strain, cuts, electric shock	Use proper body mechanics for lifting and moving equipment to avoid injury. Use carts when possible. Wear gloves to prevent cuts from broken glass or sharp protrusions. Disconnect electrical source before servicing. Keep one hand in pocket if electric current has to be on during service, wear rubber-soled shoes or stand on rubber mat.
Storage of parts, supplies, materials	Employees being crushed under collapsing stacks of cases Employees pull cases down from heights causing potential crushing, falls, strains and other hazards	Parts must be stacked only 4 cases high on a pallet and only 3 pallets high. Lower entire pallet to floor to select an item.
Driving and parking vehicles	Vehicle accidents 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.
Special cleaners, solvents, chemicals	Skin burns, skin irritation, eye/nasal irritation	Follow Material Safety Data Sheet (MSDS) information sheets for usage and storage of cleaners, solvents and chemicals used in audiovisual area. Use protective clothing, gloves, and goggles when necessary. Wash thoroughly before eating or drinking.
Audio/Visual production set-ups	Back injury, falls, trips, electric shock	Use proper body mechanics when loading/unloading audiovisual equipment. Use transport carts for heavy items. Make sure electric cords are not laying on wet surface; make sure all electrical connections are properly grounded. Use appropriate equipment to reach difficult out-of-reach areas.
Electrical panels and equipment	Electrical shocks and burns, death, eye injury	Always work in pairs. Turn power off whenever possible. Wear eye protection where necessary. Perform work only if trained in proper electrical safety.

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Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Ladders	Slips, falls	Use proper ladder for the job. Make sure ladders are in good condition and free from slippery substances. Ladders should have safety feet and place with secure footing. Ladders should not be placed in front of doors or against windows and should extend 3 feet above the roof if climbing to roof. Do not use top step on stepladder unless it had a safety rail. Do not place metal ladder near electrical conduits or power lines.
Cherry picker	Falls, electrical shock	Use only if trained in proper operation, maintenance and safety equipment. Work in pairs. Use proper body mechanics to avoid back injury.
Scaffolds	Falls	Scaffolds should be equipped with side rails. Moveable or rolling scaffolds should not be moved while people are on top of them. Inspect all scaffolds prior to use.
Rigging scenery and lights	Bodily injury from falls, back injury	Use proper ladders for the job and do not stand on the rung higher than that recommended by the manufacturer. Use hydraulic lift bucket for extremely high and difficult to reach areas. Do not use metal ladders near electrical wires.
Use of hand and power tools	Back injury, cuts, sprains	Use tools only for task for which they were designed. Operate with all safety guards in place. Wear protective clothing, goggles, and gloves. Disconnect tools when not in use. Use proper body mechanics when lifting or moving heavy objects. Use handcarts, pulleys and assistance from others.
General work area	Injury due to slips, trips, falls due to uneven floor surfaces, curling rug corners, missing tiles. Excess of paper/carbon dust, unsafe conditions, debris, blocked aisles.	Report any unsafe conditions. Report all accidents, injuries and illnesses. Do not store excess amounts of combustibles in work area. Keep aisles clear. Know location of fire extinguisher and alarm devices. Practice evacuation procedures.

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Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
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.
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.

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

*Note: This Job Safety Analysis Form includes the following positions in the Los Rios Community College District: Media Systems/Resources Technician I; Media Systems/Resources Technician II; Media Systems/Resources Specialist; Telecommunications System Coordinator; Telecommunications System Designer; and Theatre Technician