

## Los Rios Community College District – Job Safety Analysis

<b>Job Category: Science/Vocational/Technical - Ceramics/Fine Arts/Photography/ Theatre Arts (Instructor/Instructional Assistant/Theatre Technician) (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: Protective clothing, goggles, gloves, mask, face shield, ear protection		
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 and demonstrations with hand and power tools	Back injury, cuts, sprains, jams, amputations	Use tools only for tasks in 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.
Rigging scenery and lights	Bodily injury from falls, back injury	Use proper ladder for the job and do not stand on rung higher than that recommended by manufacturer. Use hydraulic lift bucket for extremely high and difficult to reach areas. Do not use metal ladders near electrical wires.
Painting scenery (paints/solvents)	Skin burns, inhalation of fumes	Use non-toxic paints. Follow Material Safety Data Sheet (MSDS) guidelines for proper use and disposal of solvent and containers. Do not smoke near flammable substances/materials. Provide proper ventilation or respirators for clean air.
Loud noise from equipment	Hearing loss	Wear protective earplugs when using power tools or noisy machinery.

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Welding	Burns, eye damage	Wear protective gloves, goggles and face shields.
Field trips	Vehicle accidents causing bodily injury	Use district vehicles with trained drivers for large groups. Do not consume alcohol or other intoxicants prior to or during field trip. Do not drive if tired or stressed. Wear safety seat/shoulder belt at all times. Follow safe driving practices for existing driving conditions.
Use of poisonous chemicals, glues, sprays, solvents, acids, flammable substances	Skin burns and irritations from chemical substances, allergies. Inhalation of fumes and vapors. Danger of burns from fire.	Provide training in use of toxic substances. Use non-toxic substances when possible. Follow MSDS safety sheets when using toxic substances. Do not store near or use flammable substances near flame. Wear protective covering, dust/particle mask, gloves, face shield where needed. Utilize good ventilation procedures.
Housekeeping and organizing lab and supplies	Respiratory problems from breathing ceramic dust, allergies to chemicals	Regularly sweep and clean sink traps. Wear mask. Properly dispose of debris. Wear personal protective equipment when needed.
Dark room	Trip, fall	Pick up debris and properly store developer chemicals.
Developing chemicals	Respiratory irritation, skin irritation, poisoning due to ingestion, environmental damage, fire	Follow MSDS instructions for handling and disposal of specific substances. Store in approved metal storage cabinet. Use mask, eye goggles and latex gloves. Use proper ventilation. Wash hands.
Removing negatives from developing solution	Skin irritation, burn	Use appropriate tool for removal. Wash tool following use. Wash hands thoroughly.
Hanging photos to dry	Chemical spill on skin or clothing, skin irritation, injury due to reaching	Wear protective clothing, gloves, and eye protection. Use proper body mechanics to avoid injury. Ask for assistance or use appropriate ladder to reach items beyond normal reach.
Using paper cutters, knives, staplers	Cuts, puncture wounds	Check for appropriate finger guard tag “out of service” if damaged submit work order for repair.
Aerosol spray paint	Respiratory irritation, eye injury, skin irritation, fire hazard	Follow instructions on can for use. Limit use to reduce exposure. Use in well ventilated area. Wash hands. Do not use near open flame. Use proper disposal and storage methods for aerosol cans.
Cleaning tools	Skin irritation, burns, respiratory irritation, fire hazard	Use gloves. Properly dispose of unused turpentine. Store oily or paint soaked rags in metal containers and empty daily.

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Clean sink drains of sludge	Exposure to hazardous waste (lead, various solutions)	Use rubber gloves, mask; dispose in proper containers.
Loading, unloading and firing kiln	Back injury, strains, burns, respiratory irritation, electric shock	Use proper lifting techniques. Post sign “Caution--Hot.” Use gloves and mask to remove items from kiln. Provide proper ventilation. Tag “out-of-service,” if electrical cord or core damaged. Unplug when not in service. If gas, be sure switch is turned to “off” position.
Pull out glazes and clay for students (in jars)	Back injury, strains, spillage of contents, lead absorbed in skin, broken glass cuts	Use proper lifting and reaching techniques. Check lids to make sure they are secure. Clean up spills immediately. Wear rubber gloves for cleanup. Properly dispose of chemicals and debris.
Storage of paint, solvent and ceramic chemicals	Respiratory problems, allergic reactions, skin burns, fire hazard	Make certain lids are secure. Store by chemical group. Store on low shelves with safety doors or bars. Use flammable storage cabinets for flammables. Wear proper personal protective equipment (i.e., gloves, eye goggles, smock). Follow MSDS instructions for handling and disposing of substances.
Storing/stacking boxes and supplies near kiln	Fire hazard	Store combustibles away from kiln.
Handling of wet clay (50 lb. boxes)	Injury to back, muscle strain	Request assistance when lifting and stacking items. Use hand truck. Use proper body mechanics to prevent bodily injury. Label 50 lb boxes.
Using ceramic tools (wooden, string, wire)	Bodily injury, punctures, cuts	Use tool for intended use. Keep tools clean and in good condition.
Inspect tables, chairs and equipment	Cuts, bruises, broken bones	Inspect regularly for rough edges, broken legs, missing screws to insure safety. Remove or tag “out-of-service” any defective equipment. Submit work order for repair/replacement.
Chemicals/fumes	Eye/nasal irritants, skin irritations, burns, allergies, nausea	Proper handling of all substances according to MSDS sheets. Use of protective clothing and gloves. Proper ventilation system. Eyewash.
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Darkroom: Acidic wash--stop bath	Inhalation of fumes	Dilute to reduce fumes. Provide adequate ventilation.
Moving heavy equipment	Musculoskeletal injuries	Follow sound body mechanics to avoid back injury. Get assistance to lift and move heavy items. Use handcarts and dollies where applicable.
Chemicals (Ferric Chloride, TCE, Potassium Chloride)	Carcinogenic materials	Be aware of hazards of using carcinogenic substances as outlined on MSDS sheets. Wear protective clothing and goggles. Do not ingest food or fluids until washing. Provide proper ventilation. Phase out of toxic substances.
Laser beams	Eye damage	Wear special protective goggles.
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 aisle clear. Know location of fire extinguisher and alarm devices. Practice evacuation procedures.
Date: February 6, 1995 / Analysis By: J. Tucker, B. Palisin, B. Leach / Reviewed By: Gayle Noll, Jeff Tucker; Revised 03/19/2019		

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Instructional Assistant - Art; Instructional Assistant – Arts, Media, and Entertainment; Instructional Assistant - Costuming and Makeup; Instructional Assistant – Photography; Instructional Assistant – Photojournalism; Instructional Assistant – Theatre/Music; Instructor – Ceramics; Instructor - Fine Arts; Instructor – Photography; and Instructor - Theatre Arts