

## Los Rios Community College District – Job Safety Analysis

<b>Job Category: Custodial (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: Shoes, goggles, gloves, mask, protective clothing		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
On-line machine maintenance	Getting caught, pinched or injured by turning gears, or other machine parts  Electrical hazards	Machines must be turned off and locked-out during most maintenance. Maintenance supervisor must approve work on energized machines and specify procedures.  Only qualified employees are permitted to work on energized circuits and must follow proper procedures
Off-line machine maintenance	Exposure to degreasing solvents causing skin problems  Exposure to hazardous air contaminants during welding  Eye flash burns due to welding arcs  Eye and other injuries due to flying parts, tools, objects	Employees must wear chemical protective gloves and aprons during part degreasing.  Welding must be conducted under the ventilation hood.  All parts to be welded must be clean and dry.  Welding must be conducted wearing approved hoods and shields; barriers must be erected to protect passersby.
Maintenance/Inspection	Slipping and falling  Strains and sprains	Employees must exercise care in climbing or otherwise assessing equipment, ladders and safety belts are required for high-level work.  Employees must exercise care in lifting, torquing and similar strenuous work.
Pushing/pulling, stooping/crouching while moving equipment or furniture across various types of surfaces	Stress and strain to musculoskeletal frame	Use proper body mechanics, appropriate dollies, and appropriate footwear. Be aware of the problem surfaces you will encounter during a move and prepare accordingly. (i.e., slick, slippery surface = nonskid shoes. cobblestone = assistance to help move and glide heavy objects)
Bending, twisting, kneeling, reaching, grasping/handling buckets and other equipment	Strain and stress to musculoskeletal frame	Use proper body mechanics when moving, twisting, bending, and reaching to provide maximum support to weaker muscles of body. Use proper balance and stable footing at all times when reaching or handling objects regardless of size or location of object.

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Lifting and carrying up to 50 pounds unassisted and over 50 pounds with assistance. Objects are sometimes lifted from the floor level to above the shoulder	Strain and sprains, back injuries due to improper lifting technique or failure to seek assistance with items in excess of 50 pounds	Use proper lifting techniques to prevent injury. Use handcart for heavy loads. Ask for assistance in lifting and moving large or heavy items. Avoid over-exertion.
Storage and retrieval of supplies	<p>Strains and sprains in back and extremities due to over-exertion in lifting, pulling and pushing loads</p> <p>Slips and falls due to wet surfaces</p> <p>Lacerations due to mishaps in cutting boxes</p> <p>Employees being crushed under collapsing stacks of cases</p> <p>Employees pulling cases down from heights causing potential crushing, falls, strains and other hazards</p>	<p>Training in proper lifting techniques and back injury prevention. Use of handcarts and other mechanical material handling devices. Exercise of care to avoid over-exertion.</p> <p>Immediate cleanup of floor surfaces, care during and after floor cleaning.</p> <p>Proper use of sharp cutting devices. Training and exercise of caution when cutting.</p> <p>Parts and supplies must be stacked only 4 cases high on a pallet and only 3 pallets high.</p> <p>Lower entire pallet to floor to select an item.</p>
Disposal of duty waste, broken glass	Cuts, lacerations, bacterial/viral infections, AIDS, Hepatitis B	Use caution when disposing of all materials being cognizant of potential dangers. Wear gloves. Provide separate containers for broken glass or other contaminated waste. Have Hepatitis B and Tetanus vaccination. Report all injuries immediately.
Chemicals, cleaning agents	Skin burns and irritation; eye/nasal irritation; allergies	Read and follow label directions for safe use/disposal of product. Seek assistance if unable to identify substance. Use proper Material Safety Data Sheet (MSDS) instructions for clean up and disposal of toxic waste products. Wear protective clothing, gloves, goggles or other protective equipment required.
Asbestos	Cancer, allergies	Wear gloves and mask if asbestos is known to be in area. Use only wet strip method on floors to keep asbestos from becoming air borne.
Fire	Burns, bodily injury	Follow campus procedures. Check extinguishers monthly. Check emergency back-up lighting system monthly.

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Late shift and week-end duty	Bodily harm	Set radio to same frequency as college police and alert any suspicious situations. Have access to a flashlight at all times.
Climbing ladders	Falls causing injuries	Proper ladder for the job-no use of unsafe ladders-no splicing ladders together. Set the straight ladder against the wall at the proper angle of about 75 degrees with the floor or ground. The horizontal distance from the wall to the foot of the ladder should be $\frac{1}{4}$ the length of the ladder. Do not lean the ladder against a moveable object. Protect the man on the ladder, have an employee stand guard in dangerous circumstances, or when ladder has to be in front of a doorway, or if there is a danger of a person or vehicle bumping into the ladder. Always face the ladder when going up or down. Do not carry tools or materials while going up or down the ladder. Strap them over the shoulder, or raise and lower with a rope on a bucket. Ladders should be climbed properly one worker at a time. Ladders should have safety feet and placed with secure footing. Ladders with broken rungs or steps should not be used. Ladders should not be erected on boxes or other supports. Ladders should not be placed in front of doors or against windows. Ladders should extend 3 feet above roof if climbing to the roof. Tops of stepladders should not be used for step. Employees should not climb higher than the third rung from the top of straight ladders and second step on stepladders.
Paints, Paint thinners	Harmful materials/fumes causing skin problems or internal injuries	Protective clothing to prevent contact with skin. Use proper mechanical ventilation systems to prevent internal injuries. When handling hazardous material follow safety instructions on container. Make sure area is fully ventilated to disperse caustic fumes.

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Driving and parking vehicles	<p>Vehicle accident resulting in personal injury</p>    <p>Criminal activity</p>	<p>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.</p>  <p>Lock vehicle when unattended. Park close to entrance or in well lit areas.</p>
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	Replace/repair floor surface to maintain an even surface. Clean and replace grates in ventilation ducts on a regular schedule. Report any unsafe conditions. Report all accidents, injuries and illness. Do not store excess amounts of combustibles in work area. Keep an aisle clear. Know location of fire extinguisher and alarm devices. Practice evacuation procedures.
Walking up to seven hours or more per shift	Muscle strain and stress to feet, legs, back and neck	Wear footwear that will provide proper support and protection. Stretch muscles at appropriate intervals to build strength and reduce stress and tension. Take breaks at set intervals to avoid exertion.
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.
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 22, 1992 / Analysis By: C. Bettencourt, W. Silvia

\*Note: This Job Safety Analysis form includes the following positions in Los Rios Community College District: Custodial Supervisor; Custodial / Receiving Supervisor; Custodian; Head Custodian; Lead Custodian; Physical Education/Athletic Attendant; Pool Custodian