

## Los Rios Community College District – Job Safety Analysis

| <b>Job Category: Data Processing/Computer Systems (For Specifics See Below*)</b> |  |  |
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| Required and/or recommended personal protective equipment: N/A                   |  |  |
| <b>Sequence of Basic Job Steps</b>   | <b>Potential Hazards</b>   | <b>Recommended Action or Procedure</b>   |
| General Work Area  | Injury due to slips, trips, falls due to uneven floor surfaces, curling rug corners, missing tiles<br>Excess of paper/carbon dust, unsafe conditions, debris, blocked aisles | Repair/Replace floor surfaces 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 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. |
| Storing/Retrieving materials and supplies  | Bodily injury, falls, sprains  | Provide adequate storage facility that allows easy access to and safe storage of heavy cartons of paper. Follow proper body mechanics lifting and moving heavy cartons.  |
| Access   | Slipping on stairs   | Replace stairways with ramps which allow easy access when moving equipment and materials.  |
| 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.   |
| Swing/Graveyard shift  | Physical harm  | Keep doors/gates locked which access grounds and building. Have a minimum of two operators for the graveyard and swing shift or provide college police for the area in addition to operator on duty.   |
| Moving, installing PC's  | Back injury, muscle sprain, dropping equipment on feet   | Use handcarts to move equipment from one location to the other. Use proper body mechanics when lifting heavy or oversized cartons to avoid injury. Seek assistance of second person when attempting to move bulky or heavy items.  |
| Video Display Terminal (VDT) / Computer monitor                                  | Visual stress to improper lighting and 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 position should be adjustable. Chairs and height of keyboard should be adjustable.   |
|  | Muscular skeletal injuries due to poor work station design   | Employees should be trained to avoid muscular skeletal problems.   |

Date: June 28, 1991 / Analysis By: L. Young, C. Bettencourt; Rev. 12/2017

\*Note: This Job Safety Analysis form includes the following positions in Los Rios Community College District: Data Communications Security Specialist, Digital Communications and Web Specialist; Educational Media Design Specialist; Information Technology Business/Technical Analyst I; Information Technology Business/Technical Analyst II; Information Technology Network Administrator Analyst I, Information Technology Network Administrator Analyst II, Information Technology Systems/Database Administrator Analyst I, Information Technology Systems/Database Administrator Analyst II, Information Technology Specialist I; Information Technology Specialist II, Information Technology Cable Plant Assistant; Information Technology Technician I; Information Technology Technician II; Programmer I; Programmer II; Senior Programmer; Senior Information Technology Business/Technical Analyst; Senior Information Technology Network Administrator Analyst, Senior Information Technology Systems/Database Administrator Analyst, Senior Information Technology Specialist, Senior Information Technology Technician; and Senior Information Technology Support Specialist.