

Los Rios Community College District – Job Safety Analysis

Job Category: Duplicating Services (For Specifics See Below*)		
Required and/or recommended personal protective equipment: Protective clothing, breathing equipment, ear protection, gloves, apron		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Daily contact with inks, toners, washes, etching solution, fountain solution, dispersant, developer gum, padding glue, anti-static spray, paper dust.	Irritation to skin, eyes and respiratory system due to extended exposure to inhalation of fumes and dust from substances	Wear protective clothing (gloves, aprons) to prevent contact with body surface. Wear protective breathing equipment and turn on exhaust fans to clear air of fumes when gaseous substances are used. Follow Material Safety Data Sheet (MSDS) instructions for use, storage and disposal of substances used in daily operations.
Daily exposure to printing presses, collators, folding machines, stapler machines and postage machines.	Loss of hearing, fingers jammed or caught in moving parts	Always wear protective earplugs when machinery is in operation. Make sure machines are turned off when clearing jams or cleaning parts. Clean and dress any skin wounds immediately.
Handling materials of all sizes and shapes	Back injury, muscle strain, paper cuts	Use proper lifting techniques to prevent injury. Use strong leg muscles for heavy boxes. Use handcart to transport heavy loads. Avoid over-exertion. Use standard first aid procedures for minor cuts.
Storing/retrieving supplies	Falls, back injury, muscle strain, bruises	Apply proper lifting, stretching techniques to prevent injury. Use appropriate ladder or stepping stool to reach items beyond normal reach. Secure ladder or stepping stool properly before climbing. Do not stand on step/rung, which should not be used. Store supplies in an orderly manner, which allows easy access and does not obstruct walkways.
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.
Minor repairs to press and equipment	Cuts from sharp metal objects Possible infection	Clean any cuts and scrapes immediately. Cover any open wound to keep clean. Get tetanus booster regularly.
Shrink wrap	Burns from heat gun and hot plastic	Use extreme care and follow safe operating procedures. Wear protective clothing, gloves to prevent contact with body surface.

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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: July 9, 1991 / Analysis By: Clarice Bettencourt

*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Printing Services Supervisor; Printing Assistant; Printing Services Operator I; Printing Services Operator II; Printing Services Operator III; and Printing Technician