

## Los Rios Community College District – Job Safety Analysis

<b>Job Category: Engineer/Planner (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: eye protection, appropriate keyboard and wrist pad		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
Hours of sitting in one position entering data, typing, correspondence, reports, meetings, contracts, etc.	Neck and back strain, carpal tunnel syndrome	Adjust chair, keyboard and monitor at appropriate height for safety and comfort for each user. Use appropriate keyboard and wrist pad.
File cabinets/office furniture	Paper cuts, fingers jammed, fingers caught by pendaflex hooks, files tipping over, bumping into corners of cabinets, tripping	Open only one drawer at a time. Close file when finished. Purge files regularly or add additional storage space to prevent cramping. Place cabinets/furniture to allow traffic. Use pendaflex files only with pendaflex frames.
Phone work (making/receiving)	Neck strain	Use appropriate attachment, which allows the receiver to rest on the shoulder during extended calls. Headphones may be an appropriate replacement of regular receiver in heavy call departments.
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.
Job site	Trips, falls, strains, sprains	Be alert to changes in terrain. Use proper body mechanics when stretching, lifting, turning or twisting to avoid injury. Avoid over-exertion.
Ladders	Falls, hand, back, shock injuries	Never use a metal ladder near electrical conduits or power lines. Never use stepladder leaned against a wall. Extension ladders must extend at least 3 feet above a roof or landing. Never use extension ladders to reach heights greater than 44 feet. Use scaffolds. Set ladders at 75 degree with the floor or ground. The horizontal distance from the wall to the foot of the ladder should never be more than ¼ the ladder's length. Never go up or down a ladder with tools in your hand. It is best to raise them using a bucket and rope. Always face the ladder and grasp the side rails or rungs with both hands

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Ladders (continued)	Falls, hand, back, shock injuries (continued)	<p>when going up or down, taking one step at a time—do not hurry. One person at a time on a ladder. Check ladder for cracked or split side rails, for missing or broken or otherwise defective steps (cleats, rungs, treads or U-shapes). Check for sharp edges and splinters on cleats, rungs, and side rails. Check for general weakened conditions. Keep ladder clean. If found to be unsafe, withdraw it from use and fix it at once, if possible. If irreparable, destroy it immediately to make sure it will never be used again. Never stand on the top or next to the top rung of ladder, which does not have a guardrail. Select the right type of ladder for the job to be done. Do not use two ladders spliced together. Do not use light household ladder for a heavy construction job. Make sure the ladder is not placed on a loose object or on uneven footing. To prevent slipping, equip the ladder with non-slip points or safety shoes, if practical. If not, secure the ladder firmly by lashing it with rope or by other means. Do not lean a ladder against a moveable object or against window sashes. Fasten a board securely across the top of the ladder to give a bearing on each side of the window. See that a helper stands guard in dangerous circumstances, as when a ladder is in front of a door. If there is a danger of a person or vehicle bumping into the ladder, have a helper stand guard or rope off the space with caution tape around the ladder. Remove any oil or grease from the soles of your shoes before using the ladder. Never work above the second rung from the top of a straight ladder. Hold on with one hand when working from a ladder. Do not over reach and do not push or pull if it will cause the ladder to move. If you are far away from something you have to reach, take time to move the ladder closer. Do not straddle the space between the ladder and another object. Do not work on a ladder in high winds.</p>

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Hand tools	Hand, eye injuries	Use eye protection as needed. Keep tools used for cutting, sharp at all times. Never use screw drivers as chisels or pry bar. Never use cheaters, get a larger tool if needed. Never alter a tool. If a metal chisel is mushroomed, do not use until it is grounded. Use tools only for the intended use.
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 1, 1991 / Analysis By: Clarice Bettencourt		

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Facilities Planning & Engineering Specialist; and Facilities Planning Specialist