

## Los Rios Community College District – Job Safety Analysis

<b>Job Category: Food and Food Services (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: gloves		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
Moving, storing, retrieving foods and supplies from delivery area to walk-in refrigerator or freezer	Back injury, muscle strain, sprains	Use proper body mechanics to lift or move large or bulky items. Use handcart or dollies to move heavy items. Ask for assistance if item is oversized or very heavy. Use appropriate ladder to store or reach items beyond normal reach.
Walking while carrying prepares foods, beverages and supplies between refrigerator and steam tables	Slips, sprains, burns	Apply proper lift/carry techniques. Wipe up any spills on floor, which could cause slippery surface. Wear protective gloves if food is hot.
Dish room: Washing, lifting, storing of huge pots and pans, stacks of china, silverware	Scalding of skin surfaces, cuts, sprains	Use protective gloves when handling items that have been sterilized with extremely hot water. Take care in using/storing sharp instruments that can cut skin surfaces. Practice proper lift/carry techniques to prevent sprains. Wipe up any spills on the floor immediately to prevent slipping.
General housekeeping	Blocked walkways, difficult exit, debris	Keep empty boxes and milk cases on carts or move to alley area. Leave nothing sitting on the floor to block aisles.
Standing for long periods of time	Leg/knee, 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.
Chemically, emotionally or 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 or weekends)	Physical harm	Lock office door if working late at night and alert college police of your presence on campus.

Date: July 1, 1991 / Analysis By: Ruby Philpot, Pearl Sieler / Reviewed By: Clarice Bettencourt

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Cook/Baker; Food Service Supervisor; Food Service Assistant I; Food Service Assistant II; Food Service Assistant Manager; Instructor - Food Service; and I.A. - Food Service Management