

Los Rios Community College District – Job Safety Analysis

Job Category: Stock Clerk / Utility Worker (For Specifics See Below*)		
Required and/or recommended personal protective equipment: N/A		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Lifting and carrying	Strain and sprains, back injury due to improper lifting	Proper lifting techniques (back injury prevention training). Use of hand cart for heavy loads. Ask for help to lift / move large items. Avoid overexertion.
Driving and parking vehicles	Vehicle accident resulting in personal injury	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.
	Criminal activity	Lock vehicle when unattended. Park close to entrance or in well lit areas.
Stock Clerk	Strains and sprains in back and extremities due to overexertion in lifting, pulling and pushing loads	Training in proper lifting techniques and back injury prevention. Use of handcarts and other mechanical material handling devices. Exercise care to avoid overexertion.
	Slips and falls due to wet floors and spills	Immediate cleanup of floor surfaces, care during and after floor cleaning.
	Chemical exposure due to spills or accidents	Pre-planned procedures for chemical spill cleanup. Training on Material Safety Data Sheet (MSDS) information (HazCom). Protective equipment.
	Lacerations due to mishaps in cutting boxes	Proper use of sharp cutting devices. Training and exercise caution when cutting.
Storage of parts, supplies and materials	Employees being crushed under collapsing stacks of cases	Parts must be stacked only 4 cases high on a pallet and only 3 pallets high.
Selecting supplies	Employees pull down cases from heights causing potential crushing, falls, strains and other hazards	Lower entire pallet to the floor to select item.
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.

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Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Bookstore Stock Clerk; Stock Clerk; Receiving Clerk/StoreKeeper; Toolroom Equipment Attendant; and Utility Worker