

## Los Rios Community College District - Job Safety Analysis

<b>Job Category: Science/Vocational/Technical - Allied Health (Nursing, Dental Hygiene, Respiratory Care, Paramedics) (Instructor/Instructional Assistant/Laboratory Technician) - (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: latex gloves, masks, protective eyewear and protective clothing		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
Standing for long periods of time	Leg/knee problems, 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.
Audio visual presentations	Muscle strain, back injury	Apply proper technique to lifting and moving heavy equipment. Use mobile carts whenever possible.
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.
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.
Handling blood/bodily fluids	Infected with AIDS, Hepatitis B, C, non A & B	Consistent use of universal precautions. Have vaccination for Hepatitis B.
Administration of all parental medications	Needle sticks and potential risk for all blood borne diseases	Knowledge and consistent practice of procedures in giving and disposal of equipment. Obtain hepatitis B vaccine. Use latex gloves with IV procedures.
Caring for patients with communicable diseases, AIDS-related complex	Contracting diseases	Consistent use of universal precautions.
Lifting, moving, transfer of patients	Musculoskeletal injury	Attend classes conducted by physical therapy prevention of injuries. Use correct body mechanics and obtain additional help when necessary. Maintain good health and avoid obesity.

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Exposure to harmful environmental substances (i.e., carcinogenic substances-asbestos)	Respiratory disease, cancer	Remove products. Make campus safe. Refer to Material Safety Data Sheet (MSDS) binder for instructions on disposal of hazardous materials.
Exposure to hazardous materials-drugs and radiation	Physical harm	Proper techniques for disposal. Wearing latex gloves. Follow MSDS instructions.
Video Display Terminals (VDT) / Computer monitor	Harmful rays, eye strain	Utilize no glare monitors, keep contrast at low levels, and take sufficient breaks to reduce stress/strain/exposure.
Examinations and dental hygiene procedures	Back, shoulder, arm fatigue	Use proper body mechanics to avoid strain. Take periodic rests to stretch and relax to reduce possibility of injury.
Lifting boxes of supplies	Back injuries	Use proper body mechanics by utilizing large leg muscles to reduce strain on back. Warm up and stretch before lifting heavy items. Use handcarts when possible. Get assistance for oversized, extra heavy items.
Dental lab procedures	Inhaling toxic fumes	Proper ventilation to disperse fumes.
Compressed gas tanks	Explosion	Chain in upright position at room temperature. Apply proper handling procedures to avoid accidents.
Checking oral cavities of patients	Bacterial contamination	Use mask, gloves, and protective eyewear.
Sharp instruments	Puncture wounds, cuts, exposure to AIDS, Hepatitis B	Use proper techniques. Use protective covering, gloves, mask, and eyewear. Dispose of contaminated needles properly. Follow clinic procedures. Have vaccination for Hepatitis B.
Nitrous Oxide	Neurological problems	Use "Scavenger System" to purify air.
X-ray equipment	Tissue and genetic changes	Maintain proper distance; lead lining in walls; monitor on regular basis.
Toxic fumes from sterilizer	Inhaling toxic chemicals	Use proper technique and "Purge Unit."
Disposal of contaminated waste	Exposure to bacterial/infectious disease	Follow OSHA guidelines, refer to MSDS binder and use proper containers. Wear gloves and protective covering.
Implementation of care required by hospitalized patients with high acuity levels/high technology	Stress-related diseases (physiological/mental) burnout, substance abuse, leaving nursing, losing job	Stress-reducing techniques. Reduce workload. Provide adequate support staff for instructor's clerical load.

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Caring for clients that are confused and combative	Physical injuries, psychological stress/hazards, physical/mental disability	Handle only that which you are physically/psychologically qualified for. Knowledgeable about when restraining may be utilized.
General work area	Injury due to slips, trips, falls due to uneven floor surfaces, curling rug corners, missing tiles. Excess of paper/carbon dust, unsafe conditions, debris, blocked aisles	Report any unsafe condition. 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.
Date: January 11, 1996 / Analysis By: D. Chan, M. Dunne / Reviewed By: Clarice Bettencourt; Revised 12/2017		

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Instructional Assistant - Fundamentals of Nursing; Instructional Assistant – Health and Education Simulation Lab; Instructional Assistant – Phlebotomy Laboratory; Instructor - Dental Hygiene; Instructor – Nursing; Instructor - Paramedics and Instructor - Respiratory Care; Mental Health Advocate; Mental Health Clinician Supervisor.