

Los Rios Community College District – Job Safety Analysis

Job Category: Children’s Center (For Specifics See Below*)		
Required and/or recommended personal protective equipment: Non-skid shoes		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
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.
Driving and parking	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.
Sitting for prolonged periods of time	Muscle strain, back strain.	Use good sitting posture, change positions, walk around periodically.
Lifting children	Muscle strain, back injury.	Bend down to child’s level. Use proper techniques to lift children. Avoid lifting unless there is an emergency.
Lifting/moving equipment	Muscle strain, back injury	Ask for assistance in moving any equipment. Use legs for lifting rather than back. Stretch and exercise back.
Everyday hazards: Kitchen appliances/tools. Tripping on equipment/toys. Slipping on wet areas (sidewalk, kitchen floor, bathroom floor).	Cuts, back injury, broken bones	Use appropriate everyday safety guidelines. Mopping up spills, using kitchen tools with caution. Evaluate the environment and make changes to prevent accidents. Wear appropriate non-skid shoes.
HIV infected students or employers	Open wounds, cuts, bleeding transmitting HIV infection.	Have all open sores covered with bandages. Use gloves when changing wet pants or bandaging cuts.
Allergic reaction to foods or chemicals	Anxiety due to lack of knowledge regarding the child or ability to prevent reaction.	Make sure parents post allergies or reactions of child on the proper chart. Check child’s chart for allergies prior to providing nutrition. Clean and spray area when children are a safe distance away and with sufficient time to let air clear before allergic child enters the room.
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.

Date: June 9, 1992 / Analysis By: Diane Cromwell and Evelyn Silva

*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Children Center Supervisor; Child Development Center Associate Teacher; Child Development Center Teacher; and Child Development Center Lead Teacher.