

## Los Rios Community College District – Job Safety Analysis

<b>Job Category: Science/Vocational/Technical - Cosmetology/Electronics/Printing (Instructor/Instructional Assistant/Laboratory Technician) (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: Protective clothing, latex gloves, goggles and footwear		
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.
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	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.
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.
Chemicals/fumes	Eye/nasal irritants, skin irritations, burns, allergies, nausea	Proper handling of all substances according to Material Safety Data Sheet (MSDS) sheets. Use of protective clothing and gloves. Proper ventilation system. Eyewash.
Electrical equipment, hot fluids, electrodes	Burns and electric shock	Use care in performing procedures. Use heat pads for curling irons; make sure electrical equipment is not near any liquids.
Flammable substance	Fire	Proper use and storage technique. Clean spills immediately. Observe no smoking warnings.
Special marking pens	Considered carcinogenic if ingested	Be careful not to place in or near mouth at any time. Wash hands prior to ingesting food/drink.
Chemicals and solvents, Isopropyl alcohol	Inhalation of fumes, build up of allergies	Follow MSDS sheets for proper handling. Proper ventilation. Eye wash and showers when applicable. Clean spills immediately and follow MSDS instructions.
Darkroom: Acidic wash--stop bath	Inhalation of fumes	Dilute to reduce fumes. Provide adequate ventilation.

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Operating older presses	Catch clothing, possible skin abrasions, finger jams	Follow safety features, as there are no safeguards on old equipment. Replace outdated equipment with new safety equipped machinery that meets OSHA standards.
Electronic air-borne carton-type components	Respiratory problems, allergies	Use air handlers to provide adequate ventilation and purification for area.
Soldering	Burns and spattering of molten solder	Use safety glasses.
Drills and drill motor	Catch hair, clothing, and jewelry. Flying metal bits.	Use standard drill safety practice for hand and electric tools. Wear proper clothing, no jewelry and have no long loose hair. Wear safety goggles.
Electricity	Electrocution	Unplug equipment on which you are working when possible. Work with one hand in pocket, wear insulated footwear or use insulated mats to stand on.
Moving heavy equipment	Musculoskeletal injuries	Follow sound body mechanics to avoid back injury. Get assistance to lift and move heavy items. Use handcarts and dollies where applicable.
Chemicals (Ferric Chloride, TCE, Potassium Chloride)	Carcinogenic materials	Be aware of hazards of using carcinogenic substances as outlined on MSDS sheets. Wear protective clothing and goggles. Do not ingest food or fluids until washing. Provide proper ventilation. Phase out of toxic substances.
Laser beams	Eye damage	Wear special protective goggles.
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 conditions. Report all accidents, injuries and illnesses. Do not store excess amounts of combustibles in work area. Keep aisle clear. Know location of fire extinguisher and alarm devices. Practice evacuation procedures.

Date: June 28, 1991 / Analysis By: C. Salman, M. Duvall, C. Winther / Reviewed By: Clarice Bettencourt

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Cosmetology Service Assistant; I.A. – Cosmetology; Instructor - Cosmetology; Instructor – Electronics; Instructor – Printing; and Laboratory Technician - Electronics