

Los Rios Community College District – Job Safety Analysis

Job Category: Instructor/Instructional Assistant- Academics Only (For Specifics See Below*)		
Required and/or recommended personal protective equipment: N/A		
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 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/weekends)	Physical harm	Lock office door if working late at night and alert college police of your presence on campus.
Sitting for prolonged periods of time	Muscle strain, back strain	Use good sitting posture, change positions, and walk around periodically.
Date: July 1, 1991 / Analysis By: Clarice Bettencourt		

*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Instructor – Academic; I.A. - Accounting Laboratory; I.A. – Anthropology; I.A. - Applied Music (Guitar); I.A. - Applied Music - Percussion; I.A. - Applied Music (Piano); I.A. - Auto Tutorial Typing Laboratory; I.A. – Business; I.A. – Business / Data Processing Laboratory; I.A. - Business Machines; I.A. - Campus Computer Laboratory; I.A. - Disabled Student Program & Services (DSP&S); I.A. - Early Childhood Education; I.A. – English; I.A. - English as a Second Language; I.A. - English / Hearing Impaired; I.A. – ESL, Foreign Language; I.A. - Family and Consumer Science; I.A. - Instrumental Music; I.A. - Learning Resources; I.A. – Mathematics; I.A. - Media Center; I.A. - Microcomputer Laboratory; I.A. - Microcomputer Laboratory – Assistant Technology; I.A. – Music; I.A. - Music (General); I.A. - Music Learning Laboratory; I.A. - Oak Tree Math Center; I.A. - Office Technology Laboratory; I.A. – Psychology; I.A. - Reading Laboratory; I.A. - Recreational Vehicle Service; I.A. – Science - Mathematics Tutorial; I.A. - Social Science; I.A. – SRPSTC; I.A. - Tutorial Center; I.A. - Typing Laboratory; I.A. – Writing / English Skill Center; I.A. - Writing Laboratory; Lead I.A. - Campus Computer Laboratory; Lead I.A. - English as a Second Language; Lead Laboratory Technician; Lead Library Technician; and Library Technician.