

Los Rios Community College District – Job Safety Analysis

Job Category: College Police Non-Sworn Support (For Specifics See Below*)		
Required and/or recommended personal protective equipment: Protective vest, portable communication device, latex gloves, flashlight.		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Perform CPR and give First Aid	Bacterial/viral infections, AIDS, Hepatitis B Cuts or lacerations	Annual CPR/First Aid training. Use CPR mask, gloves. Have vaccination for Hepatitis B. Wash before eating/drinking following exposure. Proper disposal of contaminated materials.
Physical and verbal assault	Physical harm, infectious diseases	Use appropriate personal protective equipment (e.g., vests, gloves). Utilize physical security barriers. Practice active de-escalation. Keep communication device available at all times to access sworn backup.
Maintain seated position for extended periods for typing and phone work	Neck and back strain Carpal tunnel syndrome Eye strain	Adjust chair, keyboards, and monitors at appropriate height. Check contrast levels of monitors. Use glasses with antiglare coating or additional protective monitor screens. Use headphones for extended phone work.
Driving and parking vehicles	Vehicle accident resulting in personal injury Criminal Activity	Check vehicle each day prior to use for safety features—brakes, lights—including emergency lights, radio communication, tires, etc. Wear seat/shoulder belt 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. Make deliveries in daylight (when possible), park close to entrances.
Lifting and carrying	Strains, sprains, back injuries	Use proper body mechanics when lifting or moving heavy items. Get assistance for large/heavy items. Use handcart, wheelchairs, and gurneys for moving heavy items or people. Avoid over-exertion.

Los Rios Community College District – Job Safety Analysis

Job Category: College Police Non-Sworn Support (For Specifics See Below*)		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Jump-starting automobiles	Explosion of battery, acid splatter	Use safety junction box and stand clear of automobile.
Fire	Burns, bodily injury	Follow campus procedures for emergency situations. Check location and condition of fire extinguishers on regular basis. Check interior campus lighting system and parking lot lighting systems on a regular basis.
24-hour duties 7 days a week	Bodily harm	On late or weekend shifts switch communication service to Sacramento Police Department or Sacramento County Sheriff's frequency at 7 p.m. evenings and upon beginning of shift for weekend/holiday duty. Call Sheriff Dept and alert them that you are on duty. Report license number of vehicles that arouse suspicion for ID check. Carry a flashlight at all times. Note: ARC has capability of being on Sacramento County Sheriff's frequency at all times.
Date: July 1, 1991 / Revised 12/2017; 05/2019; 8/2026		

*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Campus Patrol and College Safety Officer