

Job Hazard Assessment and Prevention Profile

Job Titles: **SCHOOL TEACHER, PARAEDUCATOR, LIBRARIAN,
SCHOOL SECRETARY, SCHOOL ADMINISTRATOR**

(See other JHA for specific types of teachers with additional occupational exposures.)

POTENTIAL HAZARD SOURCES: **EXAMPLES:**

<i>Sources of motion and rolling or pinching objects</i>	playground equipment, physical education equipment, laminator rollers, desk drawers, students moving in the halls, vehicles, other wheeled equipment, desk and chairs, doors, students (pinching, bites, moving in hall)
<i>Sources of high temperature</i>	heating equipment (steam radiators, space heaters), cooking appliances (coffee pot, microwave), heating lamps, laminator, copier
<i>Exposure to weather</i>	work outside for student supervision
<i>Sources of chemical exposure</i>	cleaners, germicides, degreasers, art and craft supplies (glues, paints, varnish), copier toner, dry eraser
<i>Sources of harmful dust</i>	N/A
<i>Sources of light radiation</i>	copier, heating lamps, overhead projector, laser pointer
<i>Sources of falling objects</i>	class supplies on upper shelves and cabinets, loose/wet ceiling tiles, tree limbs/branches on playgrounds, TV & AV equipment on carts, thrown objects, suspended screens and maps
<i>Sources of sharp objects</i>	pencil/pen points, sharp edges of furniture and building trim, exacto knives, paper cutter, scissors, cutters on paper rolls, compasses
<i>Hazards in layout of workplace</i>	remote locations (portables), deteriorating asphalt, cluttered and crowded aisles and walkways, travel to and from parking lots, crowded conditions from equipment storage in room, improperly arranged computer stations
<i>Sources of electrical hazards</i>	improperly used or sized extension cords, overhead projector, small appliances, heat lamps and pumps (for science)
<i>Objects routinely lifted</i>	books, papers, boxes of supplies, desks and chairs, computers, students
<i>Sources of bloodborne pathogen exposure</i>	body fluids from students (cuts, drooling, spitting, vomiting, scratching, etc.)
<i>Sources of noise</i>	congregated students, band instruments

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POTENTIAL HAZARD SOURCES, CONT: EXAMPLES:

<i>Sources of workplace violence</i>	student fights, upset parents and co-workers, inappropriate or uncontrolled student behavior, intruders, robbery attempts while making bank deposits (admin. & sec.), intruders
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Ergonomics:

Physical risk factors	Frequency	Examples
Awkward postures	Occasional	Bending, squatting at student's desk
High hand force	N/A	
Highly repetitive motion	Occasional	clerical typing and data entry, writing
Repeated impact	N/A	
Heavy, frequent or awkward lifting	Occasional	lifting students, supplies, boxes, furniture
Moderate to high vibration	N/A	

RECOMMENDED JOB SAFETY TRAINING:

1. Accident Prevention Program
2. Emergency Procedures, building specific
3. Hazard Communication Program & MSDSs
4. Exposure Control Plan (HBV) and HIV/AIDS
5. Personal Protective Equipment
6. Energy Control Program (Lockout/Tagout) Overview
7. District & School Policies/Procedures
8. Safe Use of Ladders and Stepstools
9. Safe Lifting and Ergonomic Awareness
10. De-escalation Practices
11. First Aid and CPR, for first aid providers
12. Office Safety

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PERSONAL PROTECTIVE EQUIPMENT NEEDED FOR THE JOB:

<i>Hazard category</i>	<i>Hazard sources</i>	<i>Personal Protective Equipment</i>	<i>Required or Recommended**</i>
Bloodborne pathogen exposure	student body fluids	Latex or nitrile gloves	Required
Chemical exposure	cleaners, art supplies	gloves, goggles	Recommended

** - Required (by WISHA rule) or Recommended (best practice)

Reviewed with employee on: _____

Employee signature: _____

Supervisor signature: _____