

## Job Hazard Assessment and Prevention Profile

**Job Titles:**                   **DISTRICT OFFICE EMPLOYEE:  
CLERICAL, SUPPORT, ADMINISTRATOR**

**POTENTIAL HAZARD SOURCES:**                   **EXAMPLES:**

<i>Sources of motion and rolling or pinching objects</i>	office equipment (laminator, copier, typewriter, printer, etc.), file cabinet and desk drawers, safes, tables and chairs, carts, vehicles, students
<i>Sources of high temperature</i>	heating equipment (steam radiators, space heaters), cooking appliances (coffee pot, microwave), laminator, copier
<i>Exposure to weather</i>	traveling to and from vehicles, and in between buildings
<i>Sources of chemical exposure</i>	cleaners, glues, markers, copier toners, dry eraser
<i>Sources of harmful dust</i>	N/A
<i>Sources of light radiation</i>	copier, overhead projector, AV equipment
<i>Sources of falling objects</i>	storage and books on upper shelves and cabinets, loose/wet ceiling tiles, TV & AV equipment on carts, thrown objects
<i>Sources of sharp objects</i>	pencil/pen points, sharp edges of furniture and building trim, exacto knives, razors, paper cutter, scissors, stapler
<i>Hazards in layout of workplace</i>	remote locations (portables), cluttered and crowded aisles and storerooms, travel to and from parking lots, ergonomic issues in workstation layout
<i>Sources of electrical hazards</i>	improperly used or sized extension cords, overhead projector, small appliances, computer cords, fans and space heaters
<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 employees and visitors (limited)
<i>Sources of noise</i>	N/A
<i>Sources of workplace violence</i>	upset staff, parents, co-workers, or district patrons, inappropriate or uncontrolled student behavior, robbery while making bank deposits, intruders

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**Ergonomics:**

<b>Physical risk factors</b>	<b>Frequency</b>	<b>Examples</b>
Awkward postures	Occasional	retrieving files
High hand force	N/A	
Highly repetitive motion	Occasional	clerical typing and data entry
Repeated impact	N/A	
Heavy, frequent or awkward lifting	Occasional	lifting supplies, boxes, equipment, 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. HIV/AIDS training
5. Energy Control Program (Lockout/Tagout) Overview
6. District & School Policies/Procedures
7. Safe Use of Ladders and Stepstools
8. Safe Lifting and Ergonomic Awareness
9. De-escalation Practices
10. Office Safety
11. Defensive Driving (If driving on business)

**PERSONAL PROTECTIVE EQUIPMENT NEEDED FOR THE JOB:**

<b>Hazard category</b>	<b>Hazard sources</b>	<b>Personal Protective Equipment</b>	<b>Required or Recommended**</b>
Bloodborne pathogen exposure	body fluids	gloves	Required
Chemical exposure	cleaners	gloves	Recommended

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

*Reviewed with employee on:* \_\_\_\_\_

*Employee signature:* \_\_\_\_\_

*Supervisor signature:* \_\_\_\_\_