



Job Hazard Assessment Administration & Clerical

*(for specifics see below)

550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408
Phone: 909-388-6900 • www.sbccd.edu

Job Title(s):	This 'Job Hazard Assessment' applies to the following job classification(s) within the San Bernardino Community College District: Administration & Clerical
Date:	March 2025
Reviewed by:	Office of Human Resources, Safety & Risk Management Department

Applicable Personal Protective Equipment (PPE) Required as per the Assigned Job Duties:	
N/A	

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Driving/Transportation - Ergonomics	- Fire Prevention - Hazard Communication - Injury and Illness Prevention - Slips, Trips, and Falls
This is not an exhaustive list of all training that will be required for this job classification(s), only of the training that is directly related to the job hazards.	

TASK	POTENTIAL HAZARDS	CONTROLS
This column identifies specific tasks which may expose employees to potential hazards. *Tasks are listed from the highest likelihood of occurrence to the lowest.	This column identifies hazards employees may encounter while completing assigned tasks. These hazards may cause injury or illness to employees when not properly mitigated or prevented through appropriate safety measures.	This column identifies control measures which when followed may help prevent or control identified potential hazards.



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TASK	POTENTIAL HAZARDS	CONTROLS
1. Frequent static postures, and/or repetitive movements.	Strain, sprain, discomfort, temporary or permanent injury, and Carpal Tunnel Syndrome from writing and typing.	• Complete and adhere to Ergonomics training. • Perform ergonomic stretches as needed and approved by manager. • Adjust workstation to personal settings that align with ergonomic standards. • Ensure the computer monitor is adjusted to allow neutral lines of eyesight.
2. Frequent computer work.	Eye strain due to improper lighting or excess screen time on computers.	• Use adequate lighting adjustments to the individual as needed. • Use “No Glare” screens where possible or adjust the placement of the monitor to eliminate glare. • Encourage use of “Blue-Light” glasses to protect eyes and reduce the amount of ultraviolet light exposure. • Follow the 20/20/20 rule. For every 20 consecutive minutes looking at a computer monitor, look at something 20 feet away, for 20 seconds.
3. Slip, trip, and fall hazards (both indoors and outdoors).	Cuts, bruises, sprains, strains, broken bones, head trauma, and other similar temporary or permanent injuries.	• Complete and adhere to Slips, Trips, and Falls training. • Request assistance from facilities to reach any objects stored higher than what can be safely reached on a step stool. • Avoid and report wet or slippery areas with a wet floor sign, and report any slip, trip, or fall hazards immediately. • Keep walkways clear and well-lit. • Secure items stored on the top shelf of storage cabinets. • Close storage drawers and put away step stools/other equipment after use. • Use cord covers when cords are located in walkways.



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TASK	POTENTIAL HAZARDS	CONTROLS
4. Environmental hazards.	Cuts, bruises, sprains, strains, broken bones, head trauma, and other similar temporary or permanent injuries.	• Open only one drawer at a time and close when finished to prevent file cabinets from tipping. • Place storage/furniture to allow for appropriate flow of traffic in office space. • Maintain awareness of surroundings when traveling through office to avoid collisions into furniture/fixtures or people. • Identify sharp edges of furniture/fixtures and cover when necessary. • Avoid using furniture/fixtures or equipment that is damaged and report any furniture/fixtures or equipment that needs repair or replacement.
5. Lifting, carrying, pushing, and/or pulling light to moderate amounts of weight.	Strain, sprain, discomfort, temporary or permanent injury.	• Complete and adhere to Back Safety training. • Use a step stool to safely reach/lift and request assistance to reach any objects other than what can be safely reached/lifted. • Store heavy equipment and items on lower shelves/storage units. • Avoid placing equipment higher than can be safely reached. • When carrying objects, ensure to hold objects close to the center of the body, with arms and elbows tucked close to the body before moving. • Use proper lifting techniques, bend with the knees and waist (hinge), lifting with bent knees using legs and an upright/straight back. • Use the palms of your hands and fingers to grip the load. • Avoid bending down into non-ergonomic body contortions. When needed, bend or squat, bend with the knees and waist (hinge) to avoid back strain. • Check your route for clearances and obstacles. • Breakdown large & heavy objects to make them more manageable. • Work directly in front of you. Do not twist your body while carrying a load. • Use a dolly or cart when feasible, to push not pull a heavy load. • If working on a surface that is elevated or low, use equipment with adjustable long handle to reach area safely. • For additional lifting guidance, contact your manager.



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TASK	POTENTIAL HAZARDS	CONTROLS
6. Use of electrical equipment (e.g., extension cords, GFCIs, etc.).	Electric shock, fires, bodily injury.	• Inspect equipment, including electrical cords before use, to ensure safety devices and equipment are in good condition and functioning properly. • Do not use equipment that is damaged and report any equipment that requires repair or replacement. • Avoid having open liquid containers near electrical panels and equipment and be cautious when liquids are present nearby. • Do not plug or unplug electric equipment when hands or body are wet. • Disconnect equipment from power source before servicing. • Use ground-fault circuit interrupters (GFCI's) where necessary. • Do not daisy-chain extension cords (i.e., plugging in an extension cord into another extension cord for extended use). • Use cord guards when necessary and make sure cords are not in an area where trips or tangles are possible. • Pull plug from the head, not the cord.
7. Work around moving vehicles (e.g., traffic control, incidents near traffic, etc.). (If applicable to representative duties)	Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions.	• Identify and adhere to designated vehicle routes and walking areas. • Maintain awareness of surroundings working around vehicles to avoid walking in non-designated areas and/or collisions into people or vehicles. • Do not be distracted by hand-held radio/phone while near vehicles. • Keep vehicle routes and walking areas free of obstructions (with spills or new obstructions being cleaned up promptly). • Maintain adequate and accurate barriers or signage of routes and hazards.



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TASK	POTENTIAL HAZARDS	CONTROLS
8. Operating a vehicle. (If applicable to representative duties)	Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions.	• Complete and adhere to all appropriate Driving/Transportation trainings. • Wear a seatbelt while in a vehicle. • Follow traffic rules and laws. • Maintain full awareness of surroundings while operating a vehicle (i.e., checking mirrors, blind spots, etc.). • Use defensive driving techniques (i.e., maintaining awareness of surroundings, keep distance, monitor speed to legal limits, etc.) to anticipate and avoid dangerous driving situations. • Park in authorized spaces and do not obstruct traffic. • Do not use hand-held radio/phone while operating vehicles. • Never leave a vehicle unattended while the engine is still running. • Place the car in park gear and engage the emergency brake before exiting. • Turn off the engine and allow for the vehicle to sufficiently cool down before touching the engine and related components. • Maintain awareness when filling fuel tanks to ensure no spills. • Never use a source of fire or sparks (i.e., smoking, cell phones, etc.) when refueling.
9. Handling and shredding files, forms, and other paper documents.	Muscle strain, cuts, crushed fingers, paper dust	• Use proper lifting techniques, lifting with bent knees using legs and an upright/straight back when lifting boxes of paper. • Use dollies when necessary to move oversized/heavy boxes. • Power off and unplug the shredder before attempting to clean/clear excess paper from bin or blades. • Encourage the use of finger guards to prevent cuts from paper, shredder, and other cutting equipment. • Encourage the use of a dust mask to prevent intake of paper dust.



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TASK	POTENTIAL HAZARDS	CONTROLS
10. Handling and installing toner and ink into printer.	Toxic/chemical exposure, burns, rashes, cancer, and other human hazards.	• Refer to each manufacturer's instructions and product's SDS to determine the appropriate installation procedures. • Work in ventilated areas to avoid vapors and open doors/windows/vents to help with air movement. • Store chemicals in appropriately marked and maintained locations to ensure proper storage temperatures and environments. • Do not ingest chemicals. • Avoid breathing in chemical vapors and nuisance/respirable dusts. • Avoid direct skin contact. • Follow mixing instructions. • Wash hands regularly, after handling chemical products.
11. Onsite work before or after regular worksite hours.	Unauthorized entry, unknown intruders, and lack of immediate assistance.	• Inform District Police or your manager when working before or after regular worksite hours. • Secure doors and windows when working alone before or after regular worksite hours. • Avoid dimly lit areas. • Utilize the Safe SBCCD smartphone application or call District Police for an escort should you feel unsafe. • Report suspicious or unusual behavior to District Police.
12. Exposure to bodily and/or unknown fluids.	Exposure to bloodborne pathogens, and other various human health and life hazards.	• Complete and adhere to Bloodborne Pathogens Microlearning training. • Notify custodial services immediately of any bodily and/or unknown fluids found in the workspace for cleaning. • Block off and mark the area of with found fluids with a sign. • Do not touch fluid with bare skin.



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13. Fire safety and emergency preparedness.	Various human health and life hazards.	- Complete and adhere to Fire Prevention training. - Know where fire extinguishers and other emergency safety equipment are located at in work areas. - Know emergency routes and emergency preparedness plans. - Always keep all exits and stairways free and clear of obstructions. - Participate in mock emergency drills.

***Note:** This Job Hazard Assessment applies to the following job classification(s) within the San Bernardino Community College District: Academic Support Services Specialist, Account Technician, Accountant, Administrative Assistant I/II/III, Administrative Clerk, Administrative Coordinator, Administrative Officer to the Chancellor, Administrative Project Coordinator, Admissions & Record Coordinator, Admissions & Record Evaluator, Admissions & Record Specialist, Admissions & Record Technician, Apprenticeship Program Administrator, Assistant Director of Development, Assistant General Manager – First Nations Experience (FNX) Channel, Assistant Manager Workforce Development, Associate Dean – Health Science & Director of Nursing, Associate Dean – Public Safety/Allied Health, Associate Dean Student Support Services, Associate Director of Bond Planning & Construction, Associate Director of Facilities Planning, Sustainability & Construction, Associate Director of Legislative & Community Relations, Associate Director – Employee Health & Wellness, Compliance & College Support Services, Associate Director Fiscal Services, Associate Director Human Resources, Associate Vice Chancellor of Government Relations & Strategic Communications, Bookstore Assistant, Braille Program Manager, Budget Analyst, Business Service Administrator, Campus Director of Marketing Creative & Public Affairs, Campus Project Manager, Chancellor, Circulation Supervisor, College Corps Program Manager, College President, Community Engagement Manager – KVCR, Contracts Technician, Coordinator of Outreach & Relations with Schools, Coordinator – Health Services, Curriculum Coordinator, Data Analyst, Dean – Academic Success & Learning Services SBVC, Dean – Research, Planning & Institutional Effectiveness, Dean – Research, Planning & Institutional Effectiveness with Grants Oversight, Dean – Student Services, Development Assistant, Development Coordinator, Development Director, Director of Admission & Records, Director of Athletics, Director of Audits and Analysis, Director of Fiscal Services, Director of Operations, Director – Adult Education Block Grant, Director – Alternative Text Protection Center, Director – Corporate & Strategic Relations KVCR, Director – Development & Strategic Relations, Director – Development & Strategic Relations KVCR, Director – Development & Community Relations, Director – Economic Development Corporate Training, Director – Financial Aid & Scholarships, Director – Institutional Advancement, Director – KVCR Broadcast Media Systems, Director – Library & Learning Support Services, Director – MESA, Director – Outreach & Educational Partnerships, Director – Police Academy, Director – Secondary Educational Partnerships, Director – Special Programs & Workforce Development, Director – STEM MESA, Director – Student Accessibility Services (SAS) and Health & Wellness Center CHC, Director – Student Accessibility Services (SAS) SBVC, Director – Student Life, Director – Workforce Development, Distance Education System Administrator, District Dean – Educational & Student Support Services, District Director of Diversity, EEO, Employee Wellness, & Compliance, District Director of Grants, District Director of Research Planning Institutional Effectiveness, District Director – Human Resources, Environmental Health and Safety Administration, and Police Services, District Director – Human Resources, Retirement, & Payroll Services, Division Dean, Executive Administrative Assistant Presidents Office, Executive Administrative Assistant to the Chief Human Resources Officer, Executive Development Director, Executive Director – Business & Fiscal Services, Executive Director – Economic Development & Corporate Training, Executive Director – Facilities Planning, Sustainability, & Construction, Executive Director – Institutional Advancement & Foundation, Executive Director – KVCR TV/FM, Executive Director Research Planning Institutional Effectiveness, Executive Vice Chancellor, Grant Technician, Graphics Specialist, Human Resources & Payroll Analyst, Human Resources Analyst, Human Resources Analyst – EEO, Compliance, & Training, Human Resources Coordinator, Human Resources Generalist, Human Resources Senior Analyst, Institutional Advancement Coordinator, Interpreting Services Specialist, Job Developer, Lead Admissions & Records Evaluator, Librarian, Library Media Clerk, Library Technical Assistant I/II, Mail Clerk, Manager – Marketing & Media, Manager – Production, Manager – Programming KVCR TV/FM, Manager – Regional Employer Engagement, Manager – Workforce Development, Marketing & Communications Coordinator KVCR/FXN, Payroll Assistant, Payroll Technician, Producer Director – Television, Producer – Radio, Program/Content Coordinator – KVCR, Project Administrator – Career Education, Project Analyst, Purchasing Agent, Purchasing Technician, Research Analyst, Research Data Specialist, Schedule Catalog Data Specialist, Senior Accountant, Senior Executive Administrative Assistant, Senior Human Resources Generalist, Senior Payroll Technician, Senior Producer – Radio, Senior Programmer Analyst, Senior Research & Planning Analyst, Senior Web Developer, Systems Analyst, Traffic Coordinator – Television, Tutoring Coordinator, User Liaison, Vice Chancellor of Educational & Student Support Services, Vice Chancellor – Fiscal Services, Vice Chancellor – Human Resources, Payroll, & Police Services, Vice President of Administrative Services, Vice President of Instruction, Vice President of Student Services, Web Developer.



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Additional trainings required based on Representative Skilled Duties:

	Regulation	Driving Safety (1 hours 19 minutes)	Time (min)	Frequency
Safety	SBCCD AP 7420	Defensive Driving	60	One-Time
	SBCCD AP 7420	Utility Cart Safety	19	One-Time
TOTAL MINUTES		79 minutes (1 hours 19 minutes)		

***NOTE:** All employees must complete required training to ensure they can safely perform their assigned duties. These trainings will be assigned at the time of hiring, when entering a different position with new assigned duties, and periodically throughout their employment. Training may also be assigned periodically due to updates in policies or procedures and/or following any injuries or instances of non-compliance, etc. The outlined frequency represents the minimum training intervals required following hiring to maintain competence and compliance.