



Job Hazard Assessment

Art

*(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: Art
Date:	October 2025
Reviewed by:	Office of Human Resources, Safety & Risk Management Department

Applicable Personal Protective Equipment (PPE) Required as per the Assigned Job Duties:	
• Apron • District-Approved Non-Slip and Close-Toed Shoes • Gloves (work/nitrile/neoprene)	• Heat-Resistant Mitts • Respiratory Protection • Safety Glasses/Goggles

Required Trainings:	
• Back Safety • Bloodborne Pathogens • Chemical Hygiene • Chemical Spills • Ergonomics • Fire Prevention • Hand and Power Tool	• Hazard Communication • Hazardous Waste • Indoor Heat Illness Prevention • Injury and Illness Prevention • Lithium Battery Safety • Personal Protective Equipment • 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. Constant standing and walking across work sites.	Strain, sprain, discomfort, temporary or permanent injury.	- Complete and adhere to Back Safety training. - Perform ergonomic stretches as needed and approved by manager. - Encourage and maintain good standing posture — feet should be about shoulder-width apart, with weight evenly distributed on your feet. - Stand tall with your shoulders upright and avoid leaning weight onto one side. - Take seated breaks to release back compression as approved by manager.
2. Frequent work in an indoor facility with a source of heat (e.g., kiln, furnace, etc.).	Heat-related illness, sunburn, wildfire, severe weather (i.e., wind, rain, etc.).	- Complete and adhere to the Indoor Heat Illness Prevention training. - Adjust indoor facility temperatures as necessary. - Drink plenty of water and supplement with electrolytes when needed. - Take rest breaks as needed and approved by manager. - Encourage manager-approved modifications of procedures that align with current environment conditions (e.g., high temperature, etc.).
3. Frequent static postures, frequent and/or repetitive movements.	Strain, sprain, discomfort, temporary or permanent injury. 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.
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 or people. - Identify sharp edges of furniture/fixtures and cover when available. - Avoid using furniture/fixtures or equipment that is damaged and report any furniture/fixtures or equipment that needs repair or replacement.



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TASK	POTENTIAL HAZARDS	CONTROLS
5. 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.
6. 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. • Wear appropriate PPE such as district-approved non-slip and close-toed shoes. • Request assistance 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/mark 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
7. Use of electrical equipment (e.g., extension cords, GFCI's, 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. • Use waterproof outlet covers 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.



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TASK	POTENTIAL HAZARDS	CONTROLS
8. Use and/or maintain electrically powered equipment (i.e., drill, saw, etc.).	Cuts, crushed limbs, pinches, electrical shock.	• Complete and adhere to Hand and Power Tool and Lithium Battery Safety trainings. • Maintain a full understanding of, and adhere to, proper equipment techniques to ensure safe use. Direct questions to manager before attempting task. • Do not use equipment that is damaged and report if equipment needs repair or replacement. • Make sure safety guards are in place. • Disconnect from power sources before servicing. • Wear appropriate PPE such as work gloves, safety glasses/goggles and district-approved non-slip and close-toed shoes. • Do not wear loose-fitting clothes that could get caught in moving parts and tie hair back if necessary. • Maintain active awareness of direct tasks and surroundings when completing a task using powered equipment, make sure path is clear and well-lit. • If using drill bits, make sure they are sharp and not cracked. • Position yourself and bystanders away from the plane of a rotating accessory. • Maintain a firm grip on the powered equipment and position your body and arm to allow you to resist kickback force. • Always keep proper footing and balance. • Never position equipment so it becomes a tripping hazard. • Maintain adequate and accurate signage visible location when applicable. • Maintain neutral position/postures for wrists, arms, and shoulders. • Always power down equipment before cleaning or inspecting the machine. • Never lay powered equipment down until it has completely shut down. • Never try to catch a falling tool. • Store tools appropriately. Place tools at the back of a counter when not in use, with blades covered or sharp edges away from you.



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9. Use and/or maintain sharp tools and equipment (i.e., drill, saw, etc.)	Cuts, punctures, lacerations.	• Maintain a full understanding of, and adhere to, proper cutting techniques to ensure safe use. Direct questions to manager before attempting task. • Use the right tool for the job and only use the tool the way it was designed. • Wear PPE such as work gloves and safety glasses/goggles. • Do not use equipment that is damaged and report any equipment that needs repair or replacement. • Ensure tool blades are sharp and replace blades if dull. • Work in a well-lit space. • Ensure all guards and safety devices are in place and functioning properly. • If possible, use mechanical device to hold item in place. • Cut away from body and make sure no body parts are in the cutting path. • Do not use excessive pressure when cutting. • Maintain active awareness of direct tasks and surroundings when completing a task using sharp tools or equipment. • If the machine involves moving parts, do not wear loose-fitting clothes that could get caught in moving parts and tie hair back if necessary. • Unplug devices before dislodging items, disassembling, or cleaning. • Carry tools in a tool belt or raise and lower them with a hand line, using only one tool at a time. • Never reach towards a blade or into any sharp part of the equipment. • Never try and catch a falling tool. • If tool has a retractable blade, retract blade immediately after use. • Store tools appropriately. Place tools away from the edge of the table when not in use, with blades covered or sharp edges away from you.



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TASK	POTENTIAL HAZARDS	CONTROLS
10. Handling chemicals to complete laboratory work (i.e., paint, clay, etc.).	Toxic/chemical exposure, burns, rashes, and other similar human hazards.	• Complete and adhere to Chemical Hygiene, Chemical Spills, Hazardous Waste, Personal Protective Equipment, and Hazard Communication trainings. • Refer to each product's SDS to determine the appropriate respiratory protection and other PPE requirements. • Wear appropriate PPE such as apron, respiratory protection, safety glasses/goggles, and nitrile gloves. • Replace PPE when damaged. • Ensure adequate ventilation is available to minimize exposure to all potential airborne hazards including, but not limited to odors, gases, powders, aerosols, and irritants. Open doors/windows/vents to help with air movement. • Follow manufacturer's instructions for product's appropriate application, storage, and disposal. • Store chemicals in appropriately marked and maintained locations to ensure proper storage temperatures and environments. • Do not ingest chemicals. • Avoid inhaling chemical vapors and nuisance/respirable dusts. • Avoid direct contact with bare skin. • Follow mixing instructions. • Wash hands regularly, after handling chemicals and removing PPE. • For additional guidance regarding hazardous materials, contact your Hazardous Waste Management Plan designee.
11. Handling hot objects and surfaces (e.g., kiln, furnace, etc.).	Burns, and other similar temporary or permanent injuries.	• Maintain a full awareness of surroundings when working with and/or near heated objects (e.g., kiln, glassblowing furnace, torches, etc.). • Maintain a full understanding of, and adhere to, heated equipment (i.e., gas-kiln, electric-kiln, glassblowing furnace, torch, etc.) procedures to ensure safe use. Direct questions to manager before attempting task. • Wear appropriate PPE, such as heat-resistant mitts. • Turn off heat sources (e.g., burner, etc.) when not in use and allow for surface to sufficiently cool down before touching surface.



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12. Occasional lifting, carrying, pushing, and/or pulling of 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. • Team lift large and/or heavy objects that cannot be broken down. • 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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13. Handling glass (e.g., materials, finished products, etc.).	Cuts and punctures.	- Inspect work area to make sure there is ample clear space for the task to be completed in a safe manner without any obstructions. - Inspect glass equipment for any damage before use. Report and request replacement of damaged equipment. - Never place glass material on uneven or elevated surfaces, or unattended on the floor, as that may cause glass to fall and/or break. - Maintain a full understanding of, and adhere to, proper campus protocol for spent materials and broken glass. Direct questions to manager before attempting task. - Never touch broken glass with bare hands. Use appropriate equipment and/or PPE as it relates to the items being cleaned (e.g., broom, dust pan, etc.). - For large quantities of broken glass, request additional clean up support from Maintenance & Operations. - For smaller particles (e.g., glass dust, etc.), request additional guidance from Safety and Risk Management. - Broken glass should be safely placed in an impenetrable waste container. It should not be mixed freely with other waste. - Clean used equipment safely and thoroughly in the appropriate janitorial area. - Never use reusable cloth towels, sponges, or mops for cleaning up glass. - Never throw glass, whether broken or whole. - Until broken glass is thoroughly cleaned, keep a warning sign visibly posted.
14. 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.



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15. Handling/Exposure to wood materials.	Splinters, sawdust inhalation, and other various human health and life hazards.	• Wear appropriate PPE such as work gloves, safety glasses/goggles, and respiratory protection. • Maintain a full understanding of, and adhere to, proper wood handling procedures to ensure safety. Direct questions to manager before attempting task. • Maintain awareness of sawdust inhalation symptoms. • Power off and unplug the equipment before attempting to clean/clear excess wood material from work area or blades.
16. 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.

***Note:** This Job Hazard Assessment applies to the following job classification(s) within the San Bernardino Community College District: Laboratory Assistant II – Art and Professor – Art.

****Note:** This Job Hazard Assessment applies to employees within the Art Department involved in laboratory sections.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Art (3 hours 25 minutes)	Time (min)	Frequency
Safety	Cal/OSHA 5191(f)	Chemical Hygiene Plan	25	One-Time
	Cal/OSHA 5191(f)	Chemical Spills Overview	24	One-Time
	Cal/OSHA 1707	Hand & Power Tool Safety	30	Initial + Annually
	Cal/OSHA 3395, 3396	Indoor Heat Illness Prevention	29	One-Time
	Cal/OSHA 5185	Lithium Battery Safety	5	One-Time
	Cal/OSHA 5192 (e) & (q)(6)	Managing Hazardous Waste in California	15	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment	60	One-Time
TOTAL MINUTES		188 minutes (3 hours 8 minutes)		
HR	FERPA Title 34(99)	FERPA Confidentiality of Records	17	One-Time
TOTAL MINUTES		17 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.