



Job Hazard Assessment Computer Technology

*(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: Computer Technology
Date:	May 2025
Reviewed by:	Office of Human Resources, Safety & Risk Management Department

Applicable Personal Protective Equipment (PPE) Required as per the Assigned Job Duties:	
Gloves (work/heat-resistant)	

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Electrical Safety - Ergonomics	- Fire Prevention - Injury and Illness Prevention - PPE (i.e., Hand) - 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.



Job Hazard Assessment Computer Technology

*(for specifics see below)

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

TASK	POTENTIAL HAZARDS	CONTROLS
1. Constant 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. Constant 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.



Job Hazard Assessment Computer Technology

*(for specifics see below)

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

TASK	POTENTIAL HAZARDS	CONTROLS
4. Frequent 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.
5. Frequent 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.



Job Hazard Assessment Computer Technology

*(for specifics see below)

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

TASK	POTENTIAL HAZARDS	CONTROLS
6. Use of electrical equipment (e.g., extension cords, GFCI's, printers, etc.).	Electric shock, fires, bodily injury.	• Complete and adhere to Electrical Safety and PPE (i.e., Hand) trainings. • Wear appropriate PPE, such as work/heat-resistant gloves. • Allow equipment to sufficiently cool down before inspection and/or maintenance. • 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. 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.



Job Hazard Assessment Computer Technology

*(for specifics see below)

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

TASK	POTENTIAL HAZARDS	CONTROLS
8. Handling and installing toner, ink, and other printer materials into printer.	Toxic/chemical exposure, burns, rashes, 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.
9. 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.
10. 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 Form applies to the following job classification(s) within the San Bernardino Community College District: Laboratory Technician I – Computer Information Technology, Professor – Computer Information Technology and Professor – Computer Science.



Job Hazard Assessment Computer Technology

*(for specifics see below)

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

Safety trainings required based on Representative Skilled Duties:

	Regulation	Computer Information Technology (59 minutes)	Time (min)	Frequency
Safety	Cal/OSHA 3314	Electrical Safety	27	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment: Hand Protection Cal/OSHA	15	One-Time
TOTAL MINUTES		42 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.