



Job Hazard Assessment Courier

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: Courier
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:	
District-Approved Work Boots (ASTM F2413 for Toe Protection, Slip-Resistant, Leather Material)	- Gloves (work/nitrile/neoprene) - Respiratory Protection - Safety Glasses/Goggles - Visibility Clothing

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Driving/Transportation - Ergonomics - Fire Prevention - Heat Illness Prevention	- Injury and Illness Prevention - Personal Protective Equipment - Slips, Trips, and Falls - Venomous Snake Awareness - Wildfire Smoke Prevention
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. Onsite work before or after worksite business hours.	Unauthorized entry, unknown intruders, and lack of immediate assistance.	• Inform District Police or your manager when working before or after worksite business hours. • Secure doors and windows when working alone before or after regular business 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.
3. Slip, trip, and fall hazards (both in office 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 work boots. • 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
4. Frequent lifting, carrying, pushing, and/or pulling of light to moderate amounts of weight up to 50 pounds.	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, lifting with bent knees using leg 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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TASK	POTENTIAL HAZARDS	CONTROLS
5. Work around moving vehicles (e.g., traffic control, incidents near traffic, etc.).	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 when 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. • Wear appropriate PPE such as high visibility clothing (i.e., reflective/neon). • 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.
6. Operating a vehicle.	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 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.



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7. Use and/or maintain sharp tools and equipment (i.e., box cutters, 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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8. 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. - 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.
9. Frequent work outside.	Heat-related illness, sunburn, cold-related illness, frostbite, wildfire, severe weather (i.e., wind, rain, etc.).	- Complete and adhere to the Heat Illness Prevention, Wildfire Smoke Prevention and Venomous Snake Awareness trainings. - When possible, work during times of day with cooler temperatures. - Welcome to bring weather appropriate gear, such as sun-protective gear (i.e., hat, sunscreen, cooling rags) or layered clothing (i.e., gloves, jackets, etc.). - 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 weather conditions (i.e., air quality, wind, rain, lightning storms, etc.). - Use appropriate PPE such as district-approved work boots and respiratory protection.



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10. 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.
11. 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.
12. 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.
13. Occasional 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.



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14. 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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Safety trainings required based on Representative Skilled Duties:

	Regulation	Courier (3 hours 41 minutes)	Time (min)	Frequency
	SBCCD AP 7420	Defensive Driving	60	One-Time
	Cal/OSHA 3395 , 3396	Heat Illness Prevention	23	Initial + Annually
	Cal/OSHA 3380(c)	Personal Protective Equipment	60	One-Time
	SBCCD AP 7420	Utility Cart Safety	19	One-Time
	Cal/OSHA 3362	Venomous Snake Awareness	34	One-Time
	Cal/OSHA 5141.1(c)	Wildfire Smoke Protection	25	One-Time
TOTAL MINUTES		221 minutes (3 hours 41 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.