



Job Hazard Assessment Custodial

*(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: Custodial
Date:	February 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 Close-toed and Non-slip Shoes - Gloves (work/nitrile/neoprene) - High Visibility Clothing	- Respiratory Protection - Safety Glasses/Goggles - Protective Clothing (Long Sleeve and Pant)

Required Trainings:	
- Asbestos Awareness - Back Safety - Bloodborne Pathogens - Chemical Hygiene - Chemical Spills - Driving/Transportation - Electrical Safety - Ergonomics - Fire Prevention	- Hazard Communication - Heat Illness Prevention - Injury and Illness Prevention - Ladder Safety - Personal Protective Equipment - Slips, Trips, and Falls - Venomous Snake Awareness - Wildfire Smoke Protection
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.



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TASK	POTENTIAL HAZARDS	CONTROLS
3. Handling chemicals and cleaning supplies for surface wiping/cleaning (i.e., windows, bathrooms, desks, whiteboards, etc.)	Toxic/chemical exposure, burns, rashes, and other human hazards.	• Complete and adhere to Chemical Hygiene, Chemical Spills, 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 protective clothing, safety glasses/goggles, respiratory protection, 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 breathing in chemical vapors and nuisance/respirable dusts. • Avoid direct contact with bare skin. • Follow mixing instructions. • Wash hands regularly, after handling chemicals and removing PPE.



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TASK	POTENTIAL HAZARDS	CONTROLS
4. Using and/or maintaining sharp tools and equipment (i.e., tool blade, etc.)	Cuts, punctures, lacerations.	• Maintain a full understanding, 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 a mechanical device to hold item in place. • Cut away from the 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 at the back of a counter when not in use, with blades covered or sharp edges away from you.



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TASK	POTENTIAL HAZARDS	CONTROLS
5. Disposal of waste (e.g., food waste, biohazards, chemicals/toxins, etc.).	Exposure to bodily fluids, toxin/chemicals, and/or food waste, back strain, cuts.	• Complete and adhere to Bloodborne Pathogens Full training. • Wear appropriate PPE such as nitrile gloves and safety glasses/goggles. • Maintain a full understanding, and adhere to, the Senate Bill 1383 and Burtec/CR&R procedures to adhere by state-mandated Organic and Food Waste Recycling policies. • Be aware of any items (especially sharp) that may be poking out of receptacle. • Do not touch waste with bare hands. • Do not touch bare skin and/or face while handling chemicals or biohazards. • Report and provide appropriate warning signage in ongoing areas of exposure to chemicals or biohazards. • Ensure all chemicals and chemical containers are disposed of properly, as per each product's SDS specifications. • Seal trash upon disposal, do not leave bags out in open. • Always wash hands upon completion. • For additional guidance regarding hazardous materials, contact your Hazardous Waste Management Plan designee.



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TASK	POTENTIAL HAZARDS	CONTROLS
6. Frequent lifting, carrying, pushing, and/or pulling of light to moderate amounts of weight up to 40 pounds.	Strain, sprain, discomfort, temporary or permanent injury.	• Complete and adhere to Back Safety training. • Use a step stool or ladder 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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TASK	POTENTIAL HAZARDS	CONTROLS
7. 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 close-toed and non-slip shoes. • Request assistance from facilities to reach any objects stored higher than what can be safely reached on a step stool or ladder. • 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.
8. Sweeping, mopping, vacuuming, and buffing floors	Slips, trips, falls, chemical exposure, bumps and bruises, back injuries, limb injuries, electrical hazards.	• Maintain awareness of surroundings, make sure path is clear and well-lit. • Never position equipment so it becomes a tripping hazard. • Wear appropriate PPE such as district-approved close-toed and non-slip shoes. • Keep two hands on the equipment handle at a time to ensure it is stable. • Place wet floor signs in an appropriate and visible location when applicable. • Never lift heavy equipment (i.e., vacuum, buffer, etc.) by yourself. • Maintain neutral position/postures for wrists, arms, and shoulders. • Always unplug equipment before cleaning or inspecting the machine. • Always roll electrical cords for wired equipment when not in use.



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TASK	POTENTIAL HAZARDS	CONTROLS
9. Using and/or maintaining electrically powered equipment (i.e., vacuum, buffer, etc.).	Cuts, crushed limbs, pinches, electrical shock.	• Maintain a full understanding, and adhere to, proper equipment information and techniques to ensure safe use. Direct questions to manager before attempting task. • Do not use equipment that is damaged and report any equipment needs repair or replacement. • Make sure safety guards are in place. • Wear appropriate PPE such as work gloves, safety glasses/goggles and district-approved close-toed and non-slip 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. • 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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10. Handling glass (e.g., changing lightbulbs, etc.).	Cuts, electrical hazards	• Wear appropriate PPE such as work gloves and safety glasses/goggles. • Inspect work area to make sure there is ample clear space for the task to be completed in a safe manner without any obstructions. • Complete and adhere to Ladder Safety Training when using a ladder to reach and change an elevated bulb or tend to an elevated glass material. • Only replace a lightbulb when fixture is completely turned off/deenergized. • Never throw glass, whether broken or whole. • Never touch broken glass with hands, use appropriate equipment to gather and dispose of equipment appropriately (i.e., a dustpan and broom/brush). • For smaller particles (e.g., glass dust, etc.), request additional guidance from Safety and Risk Management. • Clean used equipment safely and thoroughly in the appropriate janitorial area. • Never use reusable cloth towels, sponges, or mops for cleaning up glass. • Until broken glass is thoroughly cleaned, keep a warning sign visibly posted. • Never place glass material on uneven or elevated surfaces, or unattended on the floor, as that may cause glass to fall and/or break. • Broken glass should be safely placed in an impenetrable waste container. It should not be mixed freely with other waste.
11. Occasional 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 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 close-toed and non-slip shoes and respiratory protection.



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12. Working 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.
13. 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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14. Use of electrical equipment (e.g., extension cords, GFCI's, etc.).	Electric shock, fires, bodily injury.	• Complete and adhere to Electrical Safety training. • 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 liquids near electrical panels and equipment and be cautious when liquids are present nearby. Ensure that all electrical services near sources of water are properly grounded. • 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.



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15. Use of ladders.	Falls, bumps, bruises, sprains, strains, broken bones, head trauma.	• Complete and adhere to Ladder Safety training. • Avoid setting up ladders by environmental hazards (i.e., electrical, spills, etc.) • Read all labels and warnings on the ladder. • Do not exceed the maximum load limit of the ladder. • Place ladder on stable and level surface, in accordance with manufacturer's instructions. • Secure the ladder base and ensure it doesn't move by making sure all locks are in place and a barricade to keep others from the ladder is present. • Check that cleats, rungs, and steps are firmly in place before use. • Use appropriate PPE such as district-approved close-toed and non-slip shoes. • Choose correct height and placement of ladder for the job required. • If possible, have someone else hold ladder in place. • Do not move the ladder once someone is on it. • Center your body between the rails, do not lean to the side to avoid a fall. • Always maintain a 3-point (two hands and a foot or two feet and a hand) contact on the ladder when climbing.



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16. Occasional use of forklift to transport loads. (Lead and above only)	Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions.	• Allow only employees with current applicable approvals to work on a forklift. • Maintain a full understanding, and adhere to, proper operating procedures of forklifts and equipment. • 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 equipment, including seatbelt, 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. • Wear a seatbelt during forklift operation. • Drive within warehouse designated vehicle routes. • Maintain a clear line of sight, unobstructed by any load being transported. • Ensure the load is stable by avoiding unbalanced loads and/or overloading. • Ensure the forklift is in the appropriate gear when completing a task (i.e., parked/stopped when lifting a load, drive to move forward, etc.). • Maintain awareness of surroundings when completing a task in a forklift to avoid any vehicular accidents while operating.



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17. Engaging with animals (i.e., rats, bats, etc.).	Contact with bloodborne diseases (i.e., Rabies, etc.), contact with animal waste (i.e., Hantavirus, etc.), dangers of animal force (i.e., bites, scratches, cuts, bruises, sprains, strains, etc.).	• Complete and adhere to Bloodborne Pathogens Full and Venomous Snake Awareness trainings. • Maintain a full understanding of defining characteristics of an aggressive or rabid animal. • Maintain a full understanding of, and adhere to, the protocols in sanitizing after and apprehending an animal appropriately based on behavioral characteristics. • Wear appropriate PPE such as protective gear, nitrile gloves, etc. • Do not touch any unknown fluids or substances with bare skin. • Receive regular screenings (i.e., as needed) and maintain current immunizations against infectious agents. • Communicate and request additional assistance as needed with appropriate partners (i.e., animal control, manager, etc.).
18. Occasional static postures, 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.
19. Occasional computer and clerical 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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20. 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 available. • Avoid using furniture/fixtures or equipment that is damaged and report any furniture/fixtures or equipment that needs repair or replacement.
21. Encountering asbestos-containing material (e.g., piping, insulation, etc.) during regular and emergency operations.	Asbestos exposure, respiratory issues, cough, wheezing, and other human hazards.	• Complete and adhere to Asbestos Awareness, Personal Protective Equipment, and Hazard Communication trainings. • Maintain a full understanding of how to identify asbestos-containing materials • If asbestos is unexpectedly encountered, immediately cease operation when asbestos is encountered, and notify your manager so proper safety mechanisms can be implemented. • Wear appropriate PPE such as respiratory protection. • Limit time of exposure to an airborne concentration of asbestos based on Cal/OSHA prescribed determinations. • Create regulated work areas to identify and limit zones of asbestos exposure. • Do not eat, drink, smoke, or chew anything and/or apply cosmetics in the identified regulated areas. • If high exposure work is to be conducted, establish a decontamination area to complete proper asbestos hygiene (i.e., remove protective gear, shower, etc.) and seal contaminated clothing into an impermeable container, for proper disposal.



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22. 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 emergency drills.

***Note:** This Job Hazard Assessment applies to the following job classification(s) within the San Bernardino Community College District: Director – Facilities, Maintenance & Operations, Custodial Supervisor, Custodian, and Lead Custodian.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Custodial (6 hours 43 minutes)	Time (min)	Frequency
Safety	Cal/OSHA 5208	Asbestos Awareness (California)	55	Initial + Annually
	Cal/OSHA Title 8 - 5193(g)(2)	Bloodborne Pathogens (Full Course)	26	Initial + Annually
	Cal/OSHA 5191(f)	Chemical Hygiene Plan	25	One-Time
	Cal/OSHA 5191(f)	Chemical Spills Overview	24	One-Time
	SBCCD AP 7420	Defensive Driving	60	One-Time
	Cal/OSHA 3314	Electrical Safety	27	One-Time
	Cal/OSHA 3395, 3396	Heat Illness Prevention	23	Initial + Annually
	Cal/OSHA 3276 (f)	Ladder Safety (Cal/OSHA)	25	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment	60	One-Time
	SBCCD AP 7420	Utility Cart Safety	19	One-Time
	Cal/OSHA 3362	Venomous Snakes Awareness	34	One-Time
	Cal/OSHA 5141.1(c)	Wildfire Smoke Protection	25	One-Time
TOTAL MINUTES		403 minutes (6 hours 43 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.