



Job Hazard Assessment Evidence & Records Technician

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: Evidence & Records Technician
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:	
- Gloves (work/nitrile/neoprene) - District-Approved Patrol Boots	- Respiratory Protection - Safety Glasses/Goggles

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Chemical Hygiene - Chemical Spills - Driving/Transportation - Ergonomics - Fire Prevention - Hazard Communication	- HazMat Business Plan - Heat Illness Prevention - Injury and Illness Prevention - Lead Safety Awareness - 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 computer and clerical work.	Eye strain due to improper lighting or excess screen time on computers.	• Use adequate lighting adjustments for 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.
2. Constant 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.
3. Slip, trip, and fall hazards (both indoors and outdoors).	Cuts, bruises, sprains, strains, broken bones, head trauma, and other temporary or permanent injuries.	• Complete Slips, Trips, and Falls training. • Wear appropriate PPE such as district- approved patrol boots. • 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.



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4. Environmental hazards.	Cuts, bruises, sprains, strains, broken bones, head trauma, and other 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 walking in non-designated areas and/or 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.
5. Frequent lifting, carrying, pushing, and/or pulling light to moderate amounts of weight up to 25 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. • 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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6. Processing evidence, handling weapons (i.e., firearms, knives, etc.).	Gunshot wounds, cuts, explosions, fires, and other temporary or permanent injuries.	• Maintain a full understanding and adhere to departmental policy regarding weapons. • Adhere to all evidence processing protocols to ensure intake safety. • Verify that firearms and explosives were completely disarmed/checked clear by Police Officers before proceeding further in the evidence processing procedures. • Implement various safeguards, depending on the weapon, to prevent potential dangers (i.e., turn on safety of firearm, cover blades, etc.). • Maintain awareness of surroundings when handling any form of weapons.
7. Handling, use, and/or maintaining sharp objects and equipment to process evidence.	Cuts, punctures, lacerations	• Maintain a full understanding, and adhere to, proper cutting techniques to ensure safe use of tools. Direct questions to manager before attempting task. • Be aware of items (especially sharps) that may be poking out of bags/cans. • Use the right tool for the job and only use the tool the way it was intended by the manufacturer. • Wear appropriate 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. • Make sure tool blades are sharp and replace the 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 the 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 handling a sharp edge and/or tool. • 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. Handling toxins, chemicals, and/or drugs while processing evidence.	Toxic/chemical exposure, burns, rashes, and other human hazards.	• Complete and adhere to Chemical Hygiene, Chemical Spills, Personal Protective Equipment, Hazard Communication trainings, and the HazMat Business Plan. • Refer to each product's SDS to determine the appropriate respiratory protection and other PPE requirements. • Wear appropriate PPE such as nitrile gloves, respiratory protective gear, and safety glasses. Replace PPE when damaged. • Do not touch any unknown fluids or substances with bare skin. • Do not ingest chemicals. • Avoid breathing in chemical vapors and nuisance/respirable dusts. • Wash hands regularly after handling chemicals and removing PPE. • Clean contaminated surfaces immediately with appropriate disinfectant. • Maintain a full understanding of, and adhere to, the protocols in collecting/storing evidence and handling toxins, chemicals, and/or drugs. • Follow the manufacturer's instructions for a product's appropriate application, storage, and disposal. • Ensure there is proper ventilation to sufficiently evacuate/filter all potential airborne hazards including, but not limited to, odors, gases, powders, aerosols, and irritants from the evidence storage area, only in situations in which standard evidence processing and storage protocols cannot sufficiently contain these hazards. • Maintain a full understanding of Naloxone/Narcan administration procedures. • Know where department-issued Naloxone/Narcan are available in the Police Department at all times.



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9. Handling chemical waste and biohazards.	Exposure to blood and needles, toxin/chemical exposure, back strain, cuts.	• Complete and adhere to Bloodborne Pathogens Full training. • Wear appropriate PPE such as nitrile gloves and safety glasses. • Do not touch evidence being processed with bare hands. • Do not touch bare skin and/or face while handling chemicals or biohazards. • Ensure all chemicals and chemical containers are stored and 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 waste, contact your Hazardous Waste Management Plan designee.
10. Handling/Exposure to lead (i.e., ammunition, buildings, etc.).	Exposure to lead, lead poisoning, fatigue, irritability, tremors, nerve damage, organ failure, and other temporary or permanent human health hazards.	• Complete and adhere to Lead Safety Awareness training. • Wear appropriate PPE such as nitrile gloves and respiratory protection. • Maintain a full understanding and adhere to the protocols in locating lead hazards and properly handling lead/lead product. • Maintain a full understanding of lead poisoning symptoms (i.e., mild to severe). • If you begin to experience symptoms, immediately seek medical attention and inform your manager to ensure proper hazardous procedures are implemented. • Avoid breathing in nuisance/respirable dusts from lead products. • Wash hands regularly, after handling lead and removing PPE. • Do not touch bare skin and/or face while handling lead. • Report and provide appropriate warning signage in areas of exposure to lead.



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11. 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.
12. 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, Venomous Snake Awareness, and Wildfire Smoke Prevention 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.). - Avoid rooftop or outdoor work near bodies of water during lightning storms. - Use appropriate PPE such as district-approved patrol boots.



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13. 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.
14. 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 radio/phone while operating vehicles when it is unsafe to do so. - 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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15. 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 area/vehicle. • Know emergency routes and emergency preparedness plans. • Always keep all exits and stairways free and clear of obstructions. • Participate in mock emergency drills.
16. Onsite work before or after worksite hours.	Unauthorized entry, unknown intruders, and lack of immediate assistance.	• Inform manager when working before or after worksite hours. • Secure doors and windows when working alone before or after 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.



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	Regulation	Evidence Technician (5 hours 35 minutes)	Time (min)	Frequency
Safety	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
	California Code of Regulations Title 19, Division 5, Chapter 1, Article 3	Hazardous Material Business Plan	23	One-Time
	Cal/OSHA 3395, 3396	Heat Illness Prevention	23	Initial + Annually
	Cal/OSHA 5198(l), 1531.1(1)(1)(C)-(D), 1532.1(l)	Lead Safety Awareness	16	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		335 minutes (5 hours 35 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.