



Job Hazard Assessment Faculty

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: Faculty
Date:	March 2025
Reviewed by:	Office of Human Resources, Safety & Risk Management Department

Applicable Personal Protective Equipment (PPE) Required as per the Assigned Job Duties:	
N/A	

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Ergonomics - Fire Prevention	- Hazard Communication - Injury and Illness Prevention - 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. 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.
2. Frequent 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.
3. 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.
4. 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.



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5. 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 necessary. • Avoid using furniture/fixtures or equipment that is damaged and report any furniture/fixtures or equipment that needs repair or replacement.
6. Lifting, carrying, pushing, and/or pulling light to moderate amounts of weight.	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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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. • 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.
8. Handling and shredding files, forms, and other paper documents.	Muscle strain, cuts, crushed fingers, paper dust	• Use proper lifting techniques, lifting with bent knees using legs and an upright/straight back when lifting boxes of paper. • Use dollies when necessary to move oversized/heavy boxes. • Power off and unplug the shredder before attempting to clean/clear excess paper from bin or blades. • Encourage the use of finger guards to prevent cuts from paper, shredder, and other cutting equipment. • Encourage the use of a dust mask to prevent intake of paper dust.



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9. Handling and installing toner and ink 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.
10. Onsite work before or after regular worksite hours.	Unauthorized entry, unknown intruders, and lack of immediate assistance.	• Inform District Police or your manager when working before or after regular worksite hours. • Secure doors and windows when working alone before or after regular 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.
11. 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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12. 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.

***Note:** This Job Hazard Assessment applies to all Academic Adjunct, Professor, and/or other designated employees.