



Job Hazard Assessment Food Services

*(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: Food Services
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:	
• Apron • District-Approved Close-toed and Non-slip Shoes	• Gloves (nitrile/neoprene/cut-resistant) • Heat Resistant Mitts

Required Trainings:	
• Back Safety • Bloodborne Pathogens • Driving/Transportation • Ergonomics • Fire Prevention	• Hazard Communication • Indoor Heat Illness 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.



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TASK	POTENTIAL HAZARDS	CONTROLS
1. Handling and/or preparing foods, including uncooked meats.	Foodborne illnesses and other similar human hazards.	• Wash hands thoroughly with warm water and soap for at least 10-15 seconds before and after handling foods. • Wear appropriate PPE such as apron and nitrile gloves, to avoid direct contact with uncooked meats and foods. • Replace gloves and wash hands throughout handling/preparation process to avoid cross-contamination of uncooked to cooked meats and foods. • Do not contact with face (i.e., eyes, mouth, and nose) throughout handling uncooked meats and foods. • Abide by regulated preparation and clean-up procedures to maintain the sanitation of each kitchen station. • Never place cooked food on an unwashed plate or area that previously held raw meat, poultry, seafood, or eggs. • Never use unwashed utensils previously used on raw meat, poultry, seafood, or eggs on cooked food or fresh produce. • Use a food thermometer to verify meat, poultry, seafood, and egg product is cooked to the correct internal temperature to ensure all harmful bacteria was destroyed before consumption. • Store foods at the appropriate temperature (40° F or below to refrigerate and 0° F or below to freeze) within 2 hours of cooking or purchasing. • Separate raw meats from other foods and fresh produce in storage. • Never thaw food at room temperature. Thaw safely in the refrigerator, in cold water, or in the microwave. • Food thawed in cold water or in the microwave should be cooked immediately. • Divide large portions of cooked food into several shallow containers for proper temperature storage.



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2. Use and/or maintain sharp tools and equipment (i.e., knives, slicer, grinder, etc.) to cut and prepare foods.	Cuts, punctures, and other similar temporary or permanent injuries.	• Complete and adhere to PPE (i.e., Hand) training. • 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 cut-resistant gloves. • Do not use equipment that is damaged and report any equipment that needs repair or replacement. • Make sure 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. • 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 tool 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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3. Using and/or maintaining gas-powered equipment (i.e., oven, stove range, etc.).	Burns, gas inhalation, and other various human health hazards.	• Maintain a full understanding, and adhere to, proper gas-powered equipment operations for safe use. Direct questions to manager before attempting task. • Do not use equipment that is damaged and report if equipment needs repair or replacement. • Make sure safety guards are in place and a safe and approved source of gas is secured. • 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. • Maintain a proper footing/balance with a firm grip on the powered equipment and position your body and arm to allow you to resist kickback force. • 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 fully before cleaning/inspecting the machine. • Never lay powered equipment down until it has completely shut down. • Never try to catch a falling tool. • Store equipment appropriately, away from sources of sparks/heat, with any blades covered or sharp edges away from you.



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4. 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.
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.



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6. 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. • 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. • 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.
7. Disposal of waste (e.g., food waste, biohazards, chemicals/toxins, etc.).	Exposure to bodily fluids, toxin/chemicals, and/or food waste, back strain, cuts.	• Wear appropriate PPE such as apron and nitrile gloves. • Maintain a full understanding of 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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8. Frequent work in an indoor facility with a source of heat (e.g., cooking appliances, etc.).	Heat-related illness, burns, and other human health hazards.	• Complete and adhere to the Indoor Heat Illness Prevention training. • Adjust indoor facility temperatures as necessary. • 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 environment conditions (e.g., high temperature, etc.).
9. Exposure to exhaust fumes from kitchen appliances (e.g., ovens, stoves, etc.).	Smoke and/or chemical gas inhalation, respiratory conditions, and other similar human health hazards.	• Ensure proper ventilation is available before beginning any task. • Utilize natural ventilation by opening bay doors. If natural ventilation is not available or insufficient, use mechanical ventilation options. • Use appropriate ventilation equipment to minimize exposure to, and extract, hazardous exhaust emissions. • Maintain a full understanding, and adhere to, manufacturer's operating procedures and recommended settings for most optimal performance. • Inspect ventilation equipment before use, including cleanliness of such, to ensure equipment is in good condition and functioning properly. • Do not use equipment that is damaged and report any equipment that requires repair or replacement. • Maintain a full understanding of work area's layout for ventilation equipment to avoid issues with configuration and damage to equipment.



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10. Handling hot objects and surfaces (e.g., cookware, plates, cooking utensils, etc.).	Burns, and other similar temporary or permanent injuries.	• Maintain a full awareness of surroundings when working with and/or near heated objects (e.g., cookware, plates, cooking utensils, etc.). • Wear appropriate PPE, such as heat-resistant mitts. • Turn off heat sources (e.g., stove range, oven, etc.) when not in use and allow for surface to sufficiently cool down before touching surface.
11. 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 fixtures (e.g., file cabinet) from tipping. • Place storage/furniture to allow for appropriate flow of traffic in workspace. • Maintain a full awareness of surroundings when traveling through workspace to avoid collisions into equipment, furniture/fixtures, or people. • Store equipment and utensils in a safe designated area when not in use. • 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.
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. • Maintain cleanliness of equipment and workspace to avoid possible fire hazards (e.g., collection of oil residue, damaged equipment, etc.). • Know emergency routes and emergency preparedness plans. • Always keep all exits and stairways free and clear of obstructions. • Participate in emergency drills.



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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. - 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 hand-held radio/phone while operating vehicles. - Never leave a vehicle unattended while the engine is still running. - Place the vehicle 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. 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 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.
16. 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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17. 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.
18. 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: Child Development Center Food Services Specialist, Food Service Worker, Food Services Supervisor, Laboratory Assistant II – Culinary Arts, Lead Food Service Worker, Professor – Culinary Arts.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Food Services (2 hours 20 minutes)	Time (min)	Frequency
Safety	SBCCD AP 7420	Defensive Driving	60	One-Time
	Cal/OSHA 3395 , 3396	Indoor Heat Illness Prevention	29	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment: Hand Protection Cal/OSHA	15	One-Time
	SBCCD AP 7420	Utility Cart Safety	19	One-Time
TOTAL MINUTES		123 minutes (2 hours 3 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.