



Job Hazard Assessment Police

*(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: Police
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:		Required Trainings:	
- Gloves (work/nitrile/neoprene) - Hearing Protection - High Visibility Clothing - District-Approved Patrol Boots - Respiratory Protection - Safety Glasses/Goggles	Standard Department Issued Uniform/Safety Equipment including, but not limited to: Bulletproof Vest (Level 3A at minimum), safety belt/vest, firearm, etc.	- Asbestos Awareness - Back Safety - Bloodborne Pathogens - Chemical Hygiene - Chemical Spills - Confined Spaces - Crisis Response & Recovery - Driving/Transportation - Ergonomics - Peace Officer Standards and Training (POST)	- Fire Prevention - HazMat Business Plan - Hazard Communication - Heat Illness Prevention - Injury and Illness Prevention - Lead Safety Awareness - Personal Protective Equipment - Slips, Trips, and Falls - Venomous Snake Awareness - Wildfire Smoke Protection
		Equivalent training may be provided through POST Certificate and can be accepted in lieu of District created training so long as POST Certificate is maintained current.	
		This is not an exhaustive list of all the 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 while bearing the weight of police uniform and safety equipment.	Strain, sprain, discomfort, temporary or permanent injury.	• Complete and adhere to Back Safety training. • Perform ergonomic stretches as needed and approved by manager. • Ensure uniform is worn correctly with equipment that is using either a chest-bearing vest, standard duty belt, or is otherwise ergonomically functional and manager-approved based on body composition, injury history, etc. • 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 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.). • Use appropriate PPE such as district-approved patrol boots.



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3. Addressing citizen issues and/or performing arrests (i.e., patrols, searches, rescues, and apprehensions, etc.).	Contact with bloodborne diseases (i.e., Hepatitis B, AIDS, etc.), exposure to blood and needles, dangers of human force (i.e., cuts, bruises, sprains, strains, broken bones, head trauma, gunshot wounds, etc.), and bites or scratches.	• Complete and adhere to all Police (POST) Certificate and Bloodborne Pathogen Full trainings. • Maintain a full understanding of, and adhere to, the Use of Force Continuum standards and guidelines. • Wear appropriate PPE such as Standard Department Issued uniform and safety equipment, including, but not limited to: Bulletproof Vest (Level 3A at minimum), safety belt/vest, firearm, etc. • Maintain all required safety equipment as per manufacturer's instructions and utilize approved detainment tools such as handcuffs when necessary to minimize additional danger/risk. • Do not search/reach into unknown bags, cans, or compartments blindly to avoid being injured by undisclosed sharp items (e.g., needles, weapons, etc.). • Receive regular screenings (i.e., annually at minimum, more regularly as needed) and maintain current immunizations against infectious agents. • Do not touch any unknown fluids, substances, and/or evidence being processed with bare skin. • Do not touch bare skin and/or face while handling chemicals or biohazards. • Clean contaminated surfaces immediately with appropriate disinfectant. • 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 the open. • Always wash hands upon completion. • Communicate and request additional assistance as needed with appropriate partners (i.e., dispatch, manager, etc.). • For additional guidance regarding hazardous material handling, contact your Hazardous Waste Management Plan designee.



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4. 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 avoid walking in non-designated areas and/or collisions into people or vehicles. - Do not use radio/phone around moving vehicles in the workplace, unless it is safe to do so. - 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.
5. Operating a vehicle.	Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions.	- Complete and adhere to all 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 areas that do not lead to additional hazards. - 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 when it is unsafe to do so. - 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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TASK	POTENTIAL HAZARDS	CONTROLS
6. Using electrical cables to jump start a vehicle.	Electrical hazards (i.e., electrocution, shock, etc.), temporary or permanent injury.	• Wear appropriate PPE as needed, such as work gloves. • Ensure vehicles involved are completely shut off while geared in park, with the parking brake set. • 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 cords and equipment and be cautious when liquids are present nearby. Ensure that all electrical services near sources of water are properly grounded. • Maintain a full understanding of procedures required to jump start a vehicle. • Do not handle electric equipment when hands are wet. • Ensure terminals not in use are properly grounded and not touching other surrounding metal parts
7. Alternate work hours (i.e., swing shift, graveyard, etc.), beyond worksite hours.	Unauthorized entry, unknown intruders, and lack of immediate assistance.	• Inform your manager when working beyond scheduled shift. • Secure doors and windows when working alone and/or beyond worksite hours. • Avoid going into dimly lit areas alone. • Report suspicious or unusual behavior to appropriate partners (i.e., dispatch, manager, etc.). • Communicate and request additional assistance as needed with appropriate partners (i.e., dispatch, manager, etc.).



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8. 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.
9. Recovering weapons (i.e., firearms, knives, etc.) as evidence.	Gunshot wounds, cuts, explosions, fires, and other temporary or permanent injuries.	• Complete and adhere to POST Certificate trainings relevant to evidence collection, weapons, and weapon handling. • Adhere to all evidence processing protocols to ensure intake safety. • Ensure that firearms and explosives are completely disarmed/checked clear before proceeding further in the evidence processing procedures or relinquish possession of evidence to appropriate agencies (e.g., Bomb Squad). • 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.



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10. Handling toxins, chemicals, hazardous materials, and/or drugs during regular and emergency operations.	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 as per POST training. • Possess and maintain two doses of department-issued Naloxone/Narcan while on duty.



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11. 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 (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.
12. Exposure to loud noises for long periods of time (i.e., firearm trainings, etc.).	Temporary and/or permanent hearing loss/damage.	• Complete and adhere to Hearing Conservation training. • Wear appropriate PPE such as hearing protection. • Maintain a full understanding, and adhere to, Cal/OSHA permissible exposure limits (PEL) for noise based on sound levels (i.e., decibels) and duration of exposure. • Minimize/Reduce noises where available (e.g., have a staggered schedule for firearm training to avoid too many officers at once).



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13. Frequent lifting, carrying, pushing, dragging, and/or pulling of light to heavy amounts of weight up to, and including persons and officer PPE.	Strain, sprain, discomfort, temporary or permanent injury.	• Complete and adhere to Back Safety training. • Maintain a full understanding, and adhere to, of proper rescue and lifting techniques to ensure safe execution and use of equipment. Direct questions to manager before attempting task. • Maintain a full understanding, and adhere to, proper use of rescue equipment. • 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 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. • Use a dolly or cart when feasible, to push not pull a heavy load. • For additional lifting guidance, contact your manager.



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14. 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. • Ensure AEDs are inspected monthly and are in good condition. • 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.
15. 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.



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16. 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.
17. Occasional 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.
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.



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19. 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 Venomous Snake Awareness training. • Maintain a full understanding of defining characteristics of an aggressive or rabid animal. • Maintain a full understanding 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.).
20. Fire safety/prevention 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. • Maintain a full understanding, and adhere to, the Pull, Aim, Squeeze, and Sweep (PASS) method for correct use of a fire extinguisher. • Ensure fire extinguishers are inspected monthly, and tags are current. • Know emergency routes and emergency preparedness plans and make sure this information is posted in the work area. • Always keep all exits and stairways free and clear of obstructions. • Participate in mock emergency drills.



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21. Working and/or searching in confined spaces.	Respiratory irritation, low oxygen content, entrapment, bodily injury, loss of conscience; confined spaces.	• Complete and adhere to Confined Space training. • Exit the confined at the first sign of respiratory irritation or protective clothing. • Limit the amount of time spent in the confined space. • Ensure workers have proper approval to work in confined spaces. • Use a body harness when necessary. • Use a pulley device to lift/lower tools and materials into confined space. • Maintain awareness of surroundings when completing a task in a confined space to avoid hitting the head or other body parts while in confined space. • Communicate and request additional assistance as needed with appropriate partners (i.e., dispatch, manager, rescue team, etc.).

***Note:** This Job Hazard Assessment applies to the following job classification(s) within the San Bernardino Community College District: Chief of Police, College Police Officer, Director – Police Academy, Police Lieutenant, and Police Sergeant.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Police Officer (17 hours 30 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
	Cal/OSHA 5157, 5158	Confined Space Entry Cal/OSHA	60	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 5098(a)(4), 5097(d)(5)(A)&(B), 5099(a)	Hearing Conservation	30	Initial + Annually
	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		480 minutes (8 hours)		
HR	SBCCD AP 3505	IS-100.C: Introduction to the Incident Command System	120	One-Time
	SBCCD AP 3505	IS-200.C: Basic Incident Command System for Initial Response	240	One-Time
	SBCCD AP 3505	IS-700.B: An Introduction to the National Incident Management System	210	One-Time
TOTAL MINUTES		570 minutes (9 hours 30 minutes)		



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