



Job Hazard Assessment Printing 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: Printing Services
Date:	October 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 Closed-toed and Non-slip shoes - Gloves (work/nitrile/neoprene)	- Respiratory Protection - Safety Glasses/Goggles

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Chemical Hygiene - Chemical Spills - Electrical Safety - Ergonomics - Fire Prevention	- Hazard Communication - Hand and Power Tool - Injury and Illness Prevention - Lithium Battery Safety - Personal Protective Equipment - Slips, Trips, and Fall
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 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.
2. Frequent 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. 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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TASK	POTENTIAL HAZARDS	CONTROLS
4. 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 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. 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 open liquid containers near electrical panels and equipment and be cautious when liquids are present nearby. • Do not plug or unplug electric equipment when their 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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TASK	POTENTIAL HAZARDS	CONTROLS
6. Handling chemicals (i.e., solvent, ink, toner, glues, etc.) and/or installing toner and ink into a printer.	Toxic/chemical exposure, burns, rashes, and other similar human hazards.	• Complete and adhere to Chemical Hygiene, Chemical Spills, Personal Protective Equipment, and Hazard Communication trainings. • Refer to each manufacturer's instructions and product's SDS to determine the appropriate installation procedures. • Refer to each product's SDS to determine the appropriate respiratory protection and other PPE requirements. • Wear appropriate PPE such as 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 the manufacturer's instructions for a 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 inhaling 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
7. Use and/or maintain electrically powered equipment (i.e., drill, saw, etc.).	Cuts, crushed limbs, pinches, electrical shock.	• Complete and adhere to Hand and Power Tool and Lithium Battery Safety trainings. • Maintain a full understanding of, and adhere to, proper equipment techniques to ensure safe use. Direct questions to manager before attempting task. • Inspect equipment prior to completing a task. Do not use equipment that is damaged and report if equipment needs repair or replacement. • Ensure safety guards (i.e., tool locks, safety zone barriers, etc.) are in place. • Disconnect from power sources before servicing. • 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. • If using drill bits, make sure they are sharp and not cracked. • 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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8. Frequent lifting, carrying, pushing, and/or pulling of light to moderate amounts of weight up to 80 pounds.	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, lifting with bent knees using leg 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.
9. 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.



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TASK	POTENTIAL HAZARDS	CONTROLS
10. 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 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/mark 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.
11. 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.
12. 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 applies to the following job classification(s) within the San Bernardino Community College District: Printing Operations Specialists and Senior Printing Operations Specialists.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Printing Services (2 hours 51 minutes)	Time (min)	Frequency
Safety	Cal/OSHA 5191(f)	Chemical Hygiene Plan	25	One-Time
	Cal/OSHA 5191(f)	Chemical Spills Overview	24	One-Time
	Cal/OSHA 3314	Electrical Safety	27	One-Time
	Cal/OSHA 1707	Hand & Power Tool Safety	30	Initial + Annually
	Cal/OSHA 5185	Lithium Battery Safety	5	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment	60	One-Time
TOTAL MINUTES		171 minutes (2 hours 51 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.