



Job Hazard Assessment Technology 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: Technology Services
Date:	June 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 - Hardhat - Gloves (work/electrical)	- Safety Harness - Safety Glasses/Goggles - Visibility Vests

Required Trainings:	
- Back Safety - Bloodborne Pathogens - Driving/Transportation - Electrical Safety - Ergonomics - Hand & Power Tool - Fall Protection	- Fire Prevention - Injury and Illness Prevention - Ladder Safety - Lithium Battery Safety - PPE (i.e., Hand, Head, Eye and Face) - 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. Constant 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.
2. Constant 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.
3. 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 or ladder. • 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.



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4. 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.
5. Frequent lifting, carrying, pushing, and/or pulling of light to moderate amounts of weight up to 35 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. • 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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TASK	POTENTIAL HAZARDS	CONTROLS
6. 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 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.
7. Environmental hazards.	Cuts, bruises, sprains, strains, broken bones, head trauma, and other similar temporary or permanent injuries.	• Complete and adhere to PPE (i.e., Head) training. • Open only one drawer at a time and close when finished to prevent file cabinets from tipping. • Wear appropriate PPE such as district approved close-toed and non-slip shoes, hardhat, and visibility vest as needed (i.e., construction sites, etc.). • Place storage/furniture to allow for appropriate flow of traffic in office space. • Maintain awareness of surroundings when traveling through worksite 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.



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TASK	POTENTIAL HAZARDS	CONTROLS
8. Use and/or maintain electrically powered equipment (i.e., drill, etc.).	Cuts, crushed limbs, pinches, electrical shock.	• Complete and adhere to PPE (i.e., Hand and Eye & Face), Hand and Power Tool and Lithium Battery Safety trainings. • Maintain a full understanding, 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/electrical 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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TASK	POTENTIAL HAZARDS	CONTROLS
9. Use of ladders.	Falls, bumps, bruises, sprains, strains, broken bones, head trauma.	• Complete and adhere to Ladder Safety training. • Avoid setting up ladders by environmental hazards (i.e., electrical, spills, etc.) • Read and adhere to all labels and warnings on the ladder. • Do not exceed the maximum load limit of the ladder. • Place ladder on stable and level surface, in accordance with manufacturer's instructions. • Secure the ladder base and ensure it doesn't move by making sure all locks are in place and a barricade to keep others from the ladder is present. • Check that cleats, rungs, and steps are firmly in place before use. • Use appropriate PPE such as district-approved close-toed and non-slip shoes. • Choose correct height and placement of ladder for the job required. • If possible, have someone else hold ladder in place. • Do not move the ladder once someone is on it. • Center your body between the rails, do not lean to the side to avoid a fall. • Always maintain a 3-point (two hands and a foot or two feet and a hand) contact on the ladder when climbing.
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.



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11. 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.
12. 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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13. Occasional use of lift when maintaining higher surfaces.	Falls, bumps, bruises, sprains, strains, broken bones, head trauma.	• Complete and adhere to the Fall Protection training. • Allow only employees with current applicable approvals to work on a lift and with an attendant monitoring and spotting the lift, when needed. • Maintain a full understanding, and adhere to, operating procedures of types of lifts and equipment. Direct questions to manager before attempting task. • Inspect work area to make sure there is ample clear space for the task to be completed in a safe manner without any obstructions. • 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. • Wear appropriate PPE such as district-approved close-toed and non-slip shoes and safety harness. • Ensure the lift is parked on an even surface to maintain stability of the lift. • Lock the lift door when in use to promote safety measures. • Maintain awareness of surroundings when completing a task in a lift to avoid hitting the head or other body parts while at an elevated height. • Center your body within the rails do not lean over the rails to avoid a fall. • Keep feet grounded at all times with feet about shoulder-width apart.
14. 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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15. 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: Chief Technology Officer, College Director – Technology Services, Director – Administrative Applications Systems, Director – Enterprise Application Systems, Director – Security & User Services, District Director – Technology Services, Instructional Technology Specialist, RF Microwave Engineer, Senior Technology Support Specialist, Technology Support Specialist I/II, Technology Support Technician, and Telecommunications Engineer.



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Safety trainings required based on Representative Skilled Duties:

	Regulation	Technology Services (2 hours 39 minutes)	Time (min)	Frequency
Safety	Cal/OSHA 3314	Electrical Safety	27	One-Time
	Cal/OSHA 1671.1	Fall Protection Cal/OSHA	20	One-Time
	Cal/OSHA 1707	Hand & Power Tool Safety	30	Initial + Annually
	Cal/OSHA 3276 (f)	Ladder Safety (Cal/OSHA)	25	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment: Eye & Face Protection Cal/OSHA	10	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment: Hand Protection Cal/OSHA	15	One-Time
	Cal/OSHA 3380(c)	Personal Protective Equipment: Head Protection Cal/OSHA	15	One-Time
TOTAL MINUTES		142 minutes (2 hours 22 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.