



## Job Hazard Assessment Warehouse Technician

550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408  
Phone: 909-388-6900 • [www.sbccd.edu](http://www.sbccd.edu)

|                      |                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title(s):</b> | This 'Job Hazard Assessment' applies to the following job classification(s) within the San Bernardino Community College District: Warehouse Technician |
| <b>Date:</b>         | May 2025                                                                                                                                               |
| <b>Reviewed by:</b>  | Office of Human Resources, Safety & Risk Management Department                                                                                         |

| Applicable Personal Protective Equipment (PPE) Required as per the Assigned Job Duties:                                                                                                                                                                   |                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>District-Approved Work Boots (ASTM F2413 for Toe Protection, Slip-Resistant, Leather Material)</li> <li>Gloves (work/nitrile/neoprene)</li> <li>Protective Clothing (Long Sleeve, Pants, Natural Fiber)</li> </ul> | <ul style="list-style-type: none"> <li>Respiratory Protection</li> <li>Safety Glasses/Goggles</li> <li>Safety Harness</li> <li>Visibility Clothing</li> </ul> |

| Required Trainings:                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Back Safety</li> <li>Bloodborne Pathogens</li> <li>Chemical Hygiene</li> <li>Chemical Spills</li> <li>Driving/Transportation</li> <li>Electrical Safety</li> <li>Ergonomics</li> <li>Fall Protection</li> <li>Fire Prevention</li> </ul> | <ul style="list-style-type: none"> <li>Hazard Communication</li> <li>Heat Illness Prevention</li> <li>Injury and Illness Prevention</li> <li>Ladder Safety</li> <li>Personal Protective Equipment</li> <li>Slips, Trips, and Falls</li> <li>Venomous Snake Awareness</li> <li>Wildfire Smoke Prevention</li> </ul> |
| 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                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p>This column identifies specific tasks which may expose employees to potential hazards.</p> <p>*Tasks are listed from the highest likelihood of occurrence to the lowest.</p> | <p>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.</p> | <p>This column identifies control measures which when followed may help prevent or control identified potential hazards.</p> |



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| TASK                                                           | POTENTIAL HAZARDS                                                                                              | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Constant standing and walking across work sites.            | Strain, sprain, discomfort, temporary or permanent injury.                                                     | <ul style="list-style-type: none"><li>• Complete and adhere to Back Safety training.</li><li>• Perform ergonomic stretches as needed and approved by manager.</li><li>• Encourage and maintain good standing posture — feet should be about shoulder-width apart, with weight evenly distributed on your feet.</li><li>• Stand tall with your shoulders upright and avoid leaning weight onto one side.</li><li>• Take seated breaks to release back compression as approved by manager.</li></ul>                                                                                                                                                                                                                |
| 2. Slip, trip, and fall hazards (both in office and outdoors). | Cuts, bruises, sprains, strains, broken bones, head trauma, and other similar temporary or permanent injuries. | <ul style="list-style-type: none"><li>• Complete and adhere to Slips, Trips, and Falls training.</li><li>• Wear appropriate PPE such as district-approved work boots.</li><li>• Request assistance to reach any objects stored higher than what can be safely reached on a step stool or ladder.</li><li>• Avoid and report wet or slippery areas with a wet floor sign, and report/mark any slip, trip, or fall hazards immediately.</li><li>• Keep walkways clear and well-lit.</li><li>• Secure items stored on the top shelf of storage cabinets.</li><li>• Close storage drawers and put away step stools/other equipment after use.</li><li>• Use cord covers when cords are located in walkways.</li></ul> |



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| TASK                                                                                                           | POTENTIAL HAZARDS                                          | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Frequent lifting, carrying, pushing, and/or pulling of light to moderate amounts of weight up to 50 pounds. | Strain, sprain, discomfort, temporary or permanent injury. | <ul style="list-style-type: none"><li>• Complete and adhere to Back Safety training.</li><li>• 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.</li><li>• Store heavy equipment and items on lower shelves/storage units.</li><li>• Avoid placing equipment higher than can be safely reached.</li><li>• 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.</li><li>• Use proper lifting techniques, lifting with bent knees using leg and an upright/straight back.</li><li>• Use the palms of your hands and fingers to grip the load.</li><li>• Avoid bending down into non-ergonomic body contortions. When needed, bend or squat, bend with the knees and waist (hinge) to avoid back strain.</li><li>• Check your route for clearances and obstacles.</li><li>• Breakdown large &amp; heavy objects to make them more manageable.</li><li>• Team lift large and/or heavy objects that cannot be broken down.</li><li>• Work directly in front of you. Do not twist your body while carrying a load.</li><li>• Use a dolly or cart when feasible, to push not pull a heavy load.</li><li>• If working on a surface that is elevated or low, use equipment with adjustable long handle to reach area safely.</li><li>• For additional lifting guidance, contact your manager.</li></ul> |



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| TASK                                                                              | POTENTIAL HAZARDS                    | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Use and/or maintain sharp tools and equipment (i.e., box cutters, etc.)</p> | <p>Cuts, punctures, lacerations.</p> | <ul style="list-style-type: none"> <li>• Maintain a full understanding, and adhere to, proper cutting techniques to ensure safe use. Direct questions to manager before attempting task.</li> <li>• Use the right tool for the job and only use the tool the way it was designed.</li> <li>• Wear PPE such as work gloves and safety glasses/goggles.</li> <li>• Do not use equipment that is damaged and report any equipment that needs repair or replacement.</li> <li>• Ensure tool blades are sharp and replace blades if dull.</li> <li>• Work in a well-lit space.</li> <li>• Ensure all guards and safety devices are in place and functioning properly.</li> <li>• If possible, use mechanical device to hold item in place.</li> <li>• Cut away from body and make sure no body parts are in the cutting path.</li> <li>• Do not use excessive pressure when cutting.</li> <li>• Maintain active awareness of direct tasks and surroundings when completing a task using sharp tools or equipment.</li> <li>• 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.</li> <li>• Unplug devices before dislodging items, disassembling, or cleaning.</li> <li>• Carry tools in a tool belt or raise and lower them with a hand line, using only one tool at a time.</li> <li>• Never reach towards a blade or into any sharp part of the equipment.</li> <li>• Never try and catch a falling tool.</li> <li>• If tool has a retractable blade, retract blade immediately after use.</li> <li>• Store tools appropriately. Place tools away from the edge of the table when not in use, with blades covered or sharp edges away from you.</li> </ul> |



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| TASK                                                                  | POTENTIAL HAZARDS                                                                                                  | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Use of electrical equipment (e.g., extension cords, GFCI's, etc.). | Electric shock, fires, bodily injury.                                                                              | <ul style="list-style-type: none"> <li>• Complete and adhere to Electrical Safety training.</li> <li>• Inspect equipment, including electrical cords before use, to ensure safety devices and equipment are in good condition and functioning properly.</li> <li>• Do not use equipment that is damaged and report any equipment that requires repair or replacement.</li> <li>• Avoid having open liquid containers near electrical panels and equipment and be cautious when liquids are present nearby.</li> <li>• Do not plug or unplug electric equipment when hands or body are wet.</li> <li>• Disconnect equipment from power source before servicing.</li> <li>• Use ground-fault circuit interrupters (GFCI's) where necessary.</li> <li>• Do not daisy-chain extension cords (i.e., plugging in an extension cord into another extension cord for extended use).</li> <li>• Use cord guards when necessary and make sure cords are not in an area where trips or tangles are possible.</li> <li>• Pull plug from the head, not the cord.</li> </ul> |
| 6. Frequent work outside.                                             | Heat-related illness, sunburn, cold-related illness, frostbite, wildfire, severe weather (i.e., wind, rain, etc.). | <ul style="list-style-type: none"> <li>• Complete and adhere to the Heat Illness Prevention, Wildfire Smoke Prevention and Venomous Snake Awareness training.</li> <li>• When possible, work during times of day with cooler temperatures.</li> <li>• 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.).</li> <li>• Drink plenty of water and supplement with electrolytes when needed.</li> <li>• Take rest breaks as needed and approved by manager.</li> <li>• Encourage manager-approved modifications of procedures that align with current weather conditions (i.e., air quality, wind, rain, lightning storms, etc.).</li> <li>• Use appropriate PPE such as district-approved work boots and respiratory protection.</li> </ul>                                                                                                                                                                                                            |



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| TASK                                                                                                         | POTENTIAL HAZARDS                                                        | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Handling chemicals that are received and/or distributed (i.e., cleaning products, pesticide, paint, etc.) | Toxic/chemical exposure, burns, rashes, and other similar human hazards. | <ul style="list-style-type: none"> <li>• Complete and adhere to Chemical Hygiene, Chemical Spills, Personal Protective Equipment, and Hazard Communication trainings.</li> <li>• Refer to each product's SDS to determine the appropriate respiratory protection and other PPE requirements.</li> <li>• Wear appropriate PPE such as respiratory protection, safety glasses/goggles, respiratory protection and nitrile gloves.</li> <li>• Replace PPE when damaged.</li> <li>• 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.</li> <li>• Maintain a full understanding, and adhere to, safe disposal procedures of hazardous materials, as required by law. Direct questions to manager before attempting task.</li> <li>• Follow manufacturer's instructions for a product's appropriate application, storage, and disposal.</li> <li>• Store chemicals in appropriately marked and maintained locations to ensure proper storage temperatures and environments.</li> <li>• Do not ingest chemicals.</li> <li>• Avoid inhaling chemical vapors and nuisance/respirable dusts.</li> <li>• Avoid direct contact with bare skin.</li> <li>• Follow mixing instructions.</li> <li>• Wash hands regularly, after handling chemicals and removing PPE.</li> </ul> |
| 8. Fire safety and emergency preparedness.                                                                   | Various human health and life hazards.                                   | <ul style="list-style-type: none"> <li>• Complete and adhere to Fire Prevention training.</li> <li>• Know where fire extinguishers and other emergency safety equipment are located at in work areas.</li> <li>• Know emergency routes and emergency preparedness plans.</li> <li>• Always keep all exits and stairways free and clear of obstructions.</li> <li>• Participate in mock emergency drills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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| TASK                                                                                  | POTENTIAL HAZARDS                                                                                       | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. 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. | <ul style="list-style-type: none"> <li>Identify and adhere to designated vehicle routes and walking areas.</li> <li>Maintain awareness of surroundings when working around vehicles to avoid walking in non-designated areas and/or collisions into people or vehicles.</li> <li>Do not be distracted by hand-held radio/phone while near vehicles.</li> <li>Wear appropriate PPE such as high visibility clothing (i.e., reflective/neon).</li> <li>Keep vehicle routes and walking areas free of obstructions (with spills or new obstructions being cleaned up promptly).</li> <li>Maintain adequate and accurate barriers or signage of routes and hazards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10. Operating a vehicle.                                                              | Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions. | <ul style="list-style-type: none"> <li>Complete and adhere to all appropriate Driving/Transportation trainings.</li> <li>Wear a seatbelt while in a vehicle.</li> <li>Follow traffic rules and laws.</li> <li>Maintain full awareness of surroundings while operating a vehicle (i.e., checking mirrors, blind spots, etc.).</li> <li>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.</li> <li>Park in authorized spaces and do not obstruct traffic.</li> <li>Do not use hand-held radio/phone while operating vehicles.</li> <li>Never leave a vehicle unattended while the engine is still running.</li> <li>Place the car in park gear and engage the emergency brake before exiting.</li> <li>Turn off the engine and allow for the vehicle to sufficiently cool down before touching engine and related components.</li> <li>Maintain awareness when filling fuel tanks to ensure no spills.</li> <li>Never use a source of fire or sparks (i.e., smoking, cell phones, etc.) when refueling.</li> </ul> |



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| TASK                       | POTENTIAL HAZARDS                                                                                              | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. Environmental hazards. | Cuts, bruises, sprains, strains, broken bones, head trauma, and other similar temporary or permanent injuries. | <ul style="list-style-type: none"><li>• Open only one drawer at a time and close when finished to prevent file cabinets from tipping.</li><li>• Place storage/furniture to allow for appropriate flow of traffic in office space.</li><li>• Maintain awareness of surroundings when traveling through office to avoid collisions into furniture or people.</li><li>• Identify sharp edges of furniture/fixtures and cover when available.</li><li>• Avoid using furniture/fixtures or equipment that is damaged and report any furniture/fixtures or equipment that needs repair or replacement.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12. Use of ladders.        | Falls, bumps, bruises, sprains, strains, broken bones, head trauma.                                            | <ul style="list-style-type: none"><li>• Complete and adhere to Ladder Safety training.</li><li>• Avoid setting up ladders by environmental hazards (i.e., electrical, spills, etc.)</li><li>• Read and adhere to all labels and warnings on the ladder.</li><li>• Do not exceed the maximum load limit of the ladder.</li><li>• Place ladder on stable and level surface, in accordance with manufacturer's instructions.</li><li>• 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.</li><li>• Check that cleats, rungs, and steps are firmly in place before use.</li><li>• Wear appropriate PPE such as district-approved work boots.</li><li>• Choose correct height and placement of ladder for the job required.</li><li>• If possible, have someone else hold ladder in place.</li><li>• Do not move the ladder once someone is on it.</li><li>• Center your body between the rails, do not lean to the side to avoid a fall.</li><li>• Always maintain a 3-point (two hands and a foot or two feet and a hand) contact on the ladder when climbing.</li></ul> |



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| TASK                                                     | POTENTIAL HAZARDS                                                                                       | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Occasional use of forklift to transport large loads. | Cuts, bruises, sprains, broken bones, head trauma, exposure to harmful chemicals, fires and explosions. | <ul style="list-style-type: none"><li>• Allow only employees with current applicable approvals to work on a forklift.</li><li>• Maintain a full understanding, and adhere to, operating procedures of the equipment. Direct questions to manager before attempting task.</li><li>• Inspect work area to make sure there is ample clear space for the task to be completed in a safe manner without any obstructions.</li><li>• Inspect equipment, including seatbelt, before use, to ensure safety devices and equipment are in good condition and functioning properly.</li><li>• Do not use equipment that is damaged and report any equipment that requires repair or replacement.</li><li>• Wear a seatbelt during forklift operation.</li><li>• Drive only within designated vehicle routes.</li><li>• Maintain a clear line of sight, unobstructed by any load being transported.</li><li>• Ensure the load is stable by avoiding unbalanced loads and/or overloading.</li><li>• Ensure the forklift is in the appropriate gear when completing a task (i.e., parked/stopped when lifting a load, drive to move forward, etc.).</li><li>• Maintain a full awareness of surroundings when completing a task in a forklift to avoid any vehicular accidents while operating.</li></ul> |



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| TASK                                                                 | POTENTIAL HAZARDS                                                   | CONTROLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. Occasional use of aerial lifts when maintaining higher surfaces. | Falls, bumps, bruises, sprains, strains, broken bones, head trauma. | <ul style="list-style-type: none"> <li>• Complete and adhere to the Fall Protection training.</li> <li>• Allow only employees with current applicable approvals to work on a lift and with an attendant monitoring and spotting the lift, when needed.</li> <li>• Maintain a full understanding, and adhere to, operating procedures of types of lifts and equipment. Direct questions to manager before attempting task.</li> <li>• Inspect work area to make sure there is ample clear space for the task to be completed in a safe manner without any obstructions.</li> <li>• Inspect equipment, including electrical cords, before use, to ensure safety devices and equipment are in good condition and functioning properly.</li> <li>• Do not use equipment that is damaged and report any equipment that requires repair or replacement.</li> <li>• Wear appropriate PPE such as district-approved work boots and safety harness.</li> <li>• Ensure the lift is parked on an even surface to maintain stability of the lift.</li> <li>• Lock the lift door when in use to promote safety measures.</li> <li>• 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.</li> <li>• Center your body within the rails do not lean over the rails to avoid a fall.</li> <li>• Keep feet grounded at all times with feet about shoulder-width apart.</li> </ul> |



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|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. Frequent static postures, frequent and/or repetitive movements. | Strain, sprain, discomfort, temporary or permanent injury. Carpal Tunnel Syndrome from writing and typing. | <ul style="list-style-type: none"> <li>• Complete and adhere to Ergonomic training.</li> <li>• Perform ergonomic stretches as needed and approved by manager.</li> <li>• Adjust workstation to personal settings that align with ergonomic standards.</li> <li>• Ensure the computer monitor is adjusted to allow neutral lines of eyesight.</li> </ul>                                                                                                                                                   |
| 16. Occasional computer work.                                       | Eye strain due to improper lighting or excess screen time on computers.                                    | <ul style="list-style-type: none"> <li>• Use adequate lighting adjustments to the individual as needed.</li> <li>• Use “No Glare” screens where possible or adjust the placement of the monitor to eliminate glare.</li> <li>• Encourage use of “Blue-Light” glasses to protect eyes and reduce the amount of ultraviolet light exposure.</li> <li>• 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.</li> </ul> |
| 17. Exposure to bodily and/or unknown fluids.                       | Exposure to bloodborne pathogens, and other various human health and life hazards.                         | <ul style="list-style-type: none"> <li>• Complete and adhere to Bloodborne Pathogens Microlearning training.</li> <li>• Notify custodial services immediately of any bodily and/or unknown fluids found in the workspace for cleaning.</li> <li>• Block off and mark the area of with found fluids with a sign.</li> <li>• Do not touch fluid with bare skin.</li> </ul>                                                                                                                                  |



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### ***Safety trainings required based on Representative Skilled Duties:***

|                      | Regulation                          | Warehouse Technician<br>(5 hours 42 minutes) | Time (min) | Frequency          |
|----------------------|-------------------------------------|----------------------------------------------|------------|--------------------|
| Safety               | <a href="#">Cal/OSHA 5191(f)</a>    | Chemical Hygiene Plan                        | 25         | One-Time           |
|                      | <a href="#">Cal/OSHA 5191(f)</a>    | Chemical Spills Overview                     | 24         | One-Time           |
|                      | <a href="#">SBCCD AP 7420</a>       | Defensive Driving                            | 60         | One-Time           |
|                      | <a href="#">Cal/OSHA 3314</a>       | Electrical Safety                            | 27         | One-Time           |
|                      | <a href="#">Cal/OSHA 1671.1</a>     | Fall Protection Cal/OSHA                     | 20         | One-Time           |
|                      | <a href="#">Cal/OSHA 3395, 3396</a> | Heat Illness Prevention                      | 23         | Initial + Annually |
|                      | <a href="#">Cal/OSHA 3276 (f)</a>   | Ladder Safety (Cal/OSHA)                     | 25         | One-Time           |
|                      | <a href="#">Cal/OSHA 3380(c)</a>    | Personal Protective Equipment                | 60         | One-Time           |
|                      | <a href="#">SBCCD AP 7420</a>       | Utility Cart Safety                          | 19         | One-Time           |
|                      | <a href="#">Cal/OSHA 3362</a>       | Venomous Snake Awareness                     | 34         | One-Time           |
|                      | <a href="#">Cal/OSHA 5141.1(c)</a>  | Wildfire Smoke Protection                    | 25         | One-Time           |
| <b>TOTAL MINUTES</b> |                                     | <b>342 minutes (5 hours 42 minutes)</b>      |            |                    |

**\*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.