

Los Rios Community College District – Job Safety Analysis

Job Category: Maintenance (For Specifics See Below*)		
Required and/or recommended personal protective equipment: Shoes, goggles, gloves, mask, ear protection, protective clothing		
Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
On-line machine maintenance	<p>Getting caught, pinched or injured by turning gears, or other machine parts</p> <p>Electrical hazards</p>	<p>Watch for oil or wet conditions on floor to avoid slipping. Do not remove or tamper with safety device, guards or other protective equipment on machine or in work area. Do not wear loose clothing such as neckties or unbuttoned sleeves when working with or around moving machinery. Machines must be turned off and locked-out during most maintenance. Never assume equipment is turned off just because it is not running. Maintenance supervisor must approve work on energized machines and specify procedures. Only qualified employees are permitted to work on energized circuits and must follow proper procedures.</p>
Off-line machine maintenance	<p>Exposure to degreasing solvents causing skin problems</p> <p>Exposure to hazardous air contaminants during welding</p> <p>Eye flash burns due to welding arcs</p> <p>Eye and other injuries due to flying parts, tools, objects</p>	<p>Review material safety data sheet in Material Safety Data Sheet (MSDS) binder on 1-Acute Health, 2-Fire, and 3-Reactivity hazard ratings to know the affects of whatever type of solvent they are using. Employees must wear chemical protective gloves and aprons during degreasing and safety goggles. Welding must be conducted under the ventilation hood. All parts to be welded must be clean and dry. Welding must be conducted wearing approved hoods and shields; barriers must be erected to protect passersby. A direct flame or electric arc should never be permitted to contact any part of a compressed gas cylinder.</p>
Driving and parking vehicles	<p>Vehicle accident resulting in personal injury</p> <p>Criminal activity</p>	<p>Wear seat/shoulder belts at all times. Follow safe driving rules/regulations. Practice defensive driving. Park in legal spaces, not obstructing traffic. Do not consume alcoholic beverages or other intoxicants prior to or during work.</p> <p>Lock vehicle when unattended. Park close to entrance or in well lit areas.</p>

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Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Maintenance/Inspection	Slipping and falling Strains and sprains	Employees must exercise care in walking, climbing or otherwise assessing equipment. Check condition of ladders and safety belts that are to be used and required for high-level work. Check for proper lighting in area being worked in and report it to the supervisor if lighting needs attention. Do not indulge in horseplay on the job, as it is extremely dangerous and will not be tolerated. Do not use alcohol or other intoxicating substances prior to or during work. Check floor conditions; keep floors and platforms free from oil, grease and water. Be sure to have firm, dry footing and a good grip before attempting any lifting, and if you are not sure of the weight of the object being lifted, get help. Employees must exercise care in lifting, torquing and similar strenuous work.
Paints, Paint thinners	Harmful materials/fumes causing skin problems or internal injuries	Protective clothing to prevent contact with skin. Use proper mechanical ventilation systems to prevent internal injuries. When handling hazardous material follow safety instructions on container. If not listed, refer to MSDS binder for possible hazardous ingredients and the physical/chemical characteristics and follow instructions for handling, storing and disposing. Make sure area is fully ventilated to disperse caustic fumes.
Lifting and carrying	Strain and sprains, back injuries due to improper lifting	Use proper lifting techniques to prevent injury. Keep back straight and bend knees allowing the leg muscles to do as much of the lifting as possible. Be sure you have good footing and a firm grip prior to attempting a lift. Get help for awkward or heavy objects. Use handcart for heavy loads. Avoid over-exertion.

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Sequence of Basic Job Steps	Potential Hazards	Recommended Action or Procedure
Office work (after hours, evenings/weekends)	Physical harm	Lock office door if working late at night and alert college police of your presence on campus.
Chemically, emotionally and psychologically imbalanced students	Physical harm	Contact college police for assistance and protection if student appears to be out of control. Use non-aggressive communication skills.
Climbing ladders	Falls causing injuries	<p>Proper ladder for the job-no use of unsafe ladders-no splicing ladders together. Set the straight ladder against the wall at the proper angle of about 75 degrees with the floor or ground. The horizontal distance from the wall to the foot of the ladder should be $\frac{1}{4}$ the length of the ladder. Do not lean the ladder against a moveable object. Protect the man on the ladder, have an employee stand guard in dangerous circumstances, or when ladder has to be in front of a doorway, or if there is a danger of a person or vehicle bumping into the ladder. Always face the ladder when going up or down. Do not carry tools or materials while going up or down the ladder. Strap them over the shoulder, or raise and lower with a rope on a bucket. Ladders should be climbed properly one worker at a time. Ladders should have safety feet and placed with secure footing. Ladders with broken rungs or steps should not be used. Ladders should not be erected on boxes or other supports. Ladders should not be placed in front of doors or against windows. Ladders should extend 3 feet above roof if climbing to the roof. Tops of stepladders should not be used for step. Employees should not climb higher than the third rung from the top of straight ladders and second step on stepladders.</p>
Date: July 1, 1991 / Analysis By: W. Chapman, C. Bettencourt		

*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Facilities Maintenance Supervisor; Lead Maintenance Technician; Lead Maintenance Electronic/Alarm Technician; Lead Painter; Lead Skilled Maintenance Specialist; Maintenance Electrician; Maintenance Electronic/Alarm Technician; Maintenance Painter; Maintenance Technician I; Maintenance Technician II; Maintenance Trainee; Skilled Maintenance Specialist, and Stadium Operations/Maintenance Technician.