

# VMTH CLINIC SUPPORT SERVICES JOB SAFETY ANALYSIS

| <b>ENTER EMPLOYEE NAME</b><br>EMPLOYEE:  | <b>JOB SAFETY ANALYSIS</b>  | DEPT:<br>VM:   | LOCATION: | JOB TYPE: |
|--|---|--|-----------|-----------|
| JOB FUNCTION   | POTENTIAL HEALTH OR INJURY HAZARDS  | SAFE PRACTICE, APPAREL, OR EQUIPMENT   |           |           |
| Working in areas containing chemicals.   | Exposure to chemicals via inhalation, contact, ingestion or injection.  | Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. All personnel to receive on the job and classroom training including Chemical Laboratory Safety, Hazardous Waste Management and Minimization Training and other applicable courses during the first 6 months of employment.   |           |           |
| Working in areas with radiological materials.                                  | Exposure to radiological agents via inhalation, contact, ingestion or injection.  | Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Participation in radiological monitoring program including dosimetry. All personnel utilizing radiographic equipment must pass the Radiation Safety quiz and other applicable courses during the first 6 months of employment. |           |           |
| Working in areas containing biological materials.<br><br>Processing biosamples | Exposure to biological agents via inhalation, contact, ingestion or injection.<br><br>Exposure to zoonoses, exposure to hazardous chemicals, Needle punctures, scalpel blade cuts, exposure to biohazardous material and/or infectious agents | Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen and body fluid handling protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Proper adherence to biological waste handling procedures. Participation in Facilities- specific medical clearances as required.   |           |           |
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| JOB FUNCTION  | POTENTIAL HEALTH OR INJURY HAZARDS  | SAFE PRACTICE, APPAREL, OR EQUIPMENT   |           |           |
| Processing unfixed specimens, hanging carcasses with hoist, lifting carcasses, performing necropsies                              | Back strain, knife blade cuts, needle punctures, exposure to zoonoses and infectious material, slipping and falling | Employee training, back injury prevention training, proper PPE worn at all times, gloves, boots, coveralls, scrubs, mask, lab coats available, use of fume hoods and engineering controls  |           |           |
| Processing fixed specimens, trimming tissues and histology work   | Exposure to hazardous chemicals through absorption, ingestion, inhalation or puncture Knife/blade cuts              | Gloves, boots, mask provided, eye/face protective gear provided, MSDS available, use of fume hoods and engineering controls  |           |           |
| Operating overhead hoists   | Back strain, hand injury, arm fatigue   | Employee training, proper equipment maintenance and inspection, help from others   |           |           |
| Cleaning and waste handling and disposal: Sharps/Bio waste handling and disposal; Cleaning Agents Sweeping/Mopping/Washing floors | Needle puncture, exposure to hazardous chemicals, exposure to zoonoses, slipping/falling on wet floor               | Employee training, sharps container/biohazard containers provided and easily accessible, MSDS available, Infectious Disease Control Manual, proper PPE and cleaning apparel available, post "wet-floor" signage  |           |           |
| Computer data entry<br>Typing   | Eye strain, neck strain, repetitive motion injury   | Proper lighting, ergonomic positioning, anti-glare screen<br>Proper seating/positioning  |           |           |
| Filing, storage on shelves, above head organizing of books, etc.  | Falling from step stool/ladder, back strain, fall injury, bumping open drawer                                       | Proper use of step stools/ladders, Keeping drawers and cabinets closed when not in use   |           |           |
| Operation of Motor Vehicles<br>Operation of Fork lifts  | Motor vehicle/fork lift accidents involving personal injury, or property damage                                     | All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles. Fork Lift training and certification every 2 years. |           |           |
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| JOB FUNCTION   | POTENTIAL HEALTH OR INJURY HAZARDS   | SAFE PRACTICE, APPAREL, OR EQUIPMENT   |           |          |
| Operating sterilizers  | Burns, exposure to ethylene oxide  | Employee training, heat/hot gloves, equipment inspection on schedule, equipment maintenance  |           |          |
| Handling hazardous/toxic drugs/chemicals, filling drug prescriptions,                                  | Exposure to hazardous chemicals or solutions<br>Exposures to prescription drugs/solutions handling | Employee training, proper handling of chemicals/drugs<br>Appropriate PPE available, use of fume hoods or engineering controls,   |           |          |
| Preparation of cytotoxic products and other toxic compounds, chemotherapy agents and neoplastic agents | Exposure to cytotoxic agents, carcinogens hazardous chemicals                                      | Employee training, VMTH Cytotoxic Policy and Procedure Manual, MSDS present, use of Fume Hoods and other engineering controls,   |           |          |
| Lifting: Supplies, equipment, stocking   | Neck, arm, hand and back strain<br>Leg/knee fatigue  | Back injury prevention training, proper lifting techniques, assistance from others, mechanical device aids   |           |          |
| Cleaning and waste handling and disposal:<br>Sharps/Biowaste handling and disposal<br>Cleaning Agents  | Needle puncture , exposure to hazardous chemicals, exposure to zoonoses, slipping on wet floor     | Employee training, sharps containers/biohazard containers provided and easily accessible, MSDS available, Infectious Disease Control Manual, proper PPE and cleaning apparel available, post "wet-floor" signage |           |          |
| Computer data entry<br>Typing  | Eye strain, neck strain, repetitive motion   | Proper lighting, ergonomic positioning, anti-glare screen, Proper seating/positioning  |           |          |
| Filing, storage on shelves, above head organizing of supplies/books etc.                               | Falling from step stools, bumping open drawers, Back strain, injury from fall                      | Proper use of step stools/ladders<br>Keeping drawers and cabinets closed when not in use   |           |          |
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