

Job Safety Analysis (JSA)

Position Information

Position Title: Teacher – Special Education

Department: Special Education

Prepared By: Risk Management Department, in cooperation with Special Education Department

Job Tasks, Hazards, and Controls

Job Task	Potential Hazards	Recommended Controls / Safe Practices
Supervising and Instructing Students	<ul style="list-style-type: none"> • Student aggression (e.g., biting, hitting, kicking) • Trips and falls • Muscle strain from standing, walking, or bending 	<ul style="list-style-type: none"> • Follow student-specific Behavior Intervention Plans (BIPs) • Maintain clutter-free walkways • Use proper posture and ergonomic practices • Participate in crisis prevention/intervention training • Participate in elopement prevention training
Biohazards and Assisting with Personal Care (feeding, toileting, hygiene)	<ul style="list-style-type: none"> • Exposure to bodily fluids • Spread of infectious diseases • Toileting and diapering students who are not independently toilet-trained • Assisting with personal hygiene (handwashing, face/teeth cleaning) • Providing medical assistance (feeding tubes, medication administration, wound care) • Responding to and cleaning up after student accidents (vomit, blood, other bodily fluids) 	<ul style="list-style-type: none"> • Follow universal precautions at all times • Use district-provided PPE (gloves, gowns, etc.) • Properly dispose of contaminated materials in designated receptacles • Maintain hygiene and cleaning protocols for equipment and surfaces • Use safe lifting techniques or request assistance/mechanical aids as needed • Apply de-escalation strategies and follow crisis intervention training. • Keep care areas clear of

Revised by Monica Del Pozo, Assistant Principal, Regency Place 6-5-2025

Revised by Vanessa Showman Kosar Executive Director, Special Education 8-19-25

	<ul style="list-style-type: none"> • Injury during lifting/transfers • Potential for musculoskeletal strain from repetitive tasks or awkward postures • Student aggression or behavioral outbursts (biting, scratching, hitting, kicking) • Slips, trips, or falls while assisting in classrooms, restrooms, or therapy spaces 	obstacles, clean spills promptly, and report hazards
Physical Intervention / Restraint	<ul style="list-style-type: none"> • Risk of personal injury (sprains, bruises) • Emotional and physical stress • Potential for procedural violations 	<ul style="list-style-type: none"> • Use restraint only as per IEP and with trained personnel Wear arm sleeves for protection from bites and scratches • Maintain documentation per district guidelines • Access employee wellness and debrief support resources
Lifting or Positioning Students	<ul style="list-style-type: none"> • Muscle, back, or joint strain • Dropping student during transfer 	<ul style="list-style-type: none"> • Request assistance for heavy lifting • Use gait belts or assistive devices • Practice safe lifting techniques
Using Assistive Technology and Electrical Equipment	<ul style="list-style-type: none"> • Electrical shock • Trips due to loose cords • Equipment malfunction 	<ul style="list-style-type: none"> • Inspect equipment before use • Secure cords away from pathways • Report and tag malfunctioning equipment
Classroom and Behavior Management	<ul style="list-style-type: none"> • Aggressive or escalated student behavior • Verbal abuse or stress • Emotional fatigue or burnout 	<ul style="list-style-type: none"> • Apply trauma-informed care and proactive management strategies • Follow IEP and BIP guidance • Utilize mental health/wellness resources
Supervising Campus Activities (e.g., recess, field trips)	<ul style="list-style-type: none"> • Weather-related risks (heat, cold, sun) • Uneven terrain or obstacles 	<ul style="list-style-type: none"> • Wear appropriate gear and sun protection • Maintain required student-to-staff ratios • Carry emergency contact

Revised by Monica Del Pozo, Assistant Principal, Regency Place 6-5-2025

Revised by Vanessa Showman Kosar Executive Director, Special Education 8-19-25

	<ul style="list-style-type: none"> • Student elopement or separation 	information and communication tools
Administrative Tasks / Documentation	<ul style="list-style-type: none"> • Eye strain from screen time • Repetitive strain injuries • Mental fatigue from workload 	<ul style="list-style-type: none"> • Take regular breaks and stretch • Use ergonomic workstation setup • Use digital tools for efficiency

Emergency Considerations

- Know the location of first aid kits and AEDs
- Follow district protocols for lockdowns, fire drills, and medical emergencies
- Keep emergency health care plans for students readily accessible
- Utilize student Behavior Intervention Plan (BIP) – request assistance based on student plan

Personal Protective Equipment (PPE)

- Disposable gloves
- Gowns or aprons (as needed for care tasks)
- Face masks (if required for student care or medical reasons)
- Closed-toe, non-slip footwear
- Wear arm sleeves for protection from bites and scratches

Revised by Monica Del Pozo, Assistant Principal, Regency Place 6-5-2025

Revised by Vanessa Showman Kosar Executive Director, Special Education 8-19-25