

# Job Safety Analysis (JSA)

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## Position Information

Job Title: **Pre-Kindergarten (PK) Teacher**

Department: Various Campuses

Reports To: Principal

## Job Tasks, Potential Hazards, and Recommended Controls

Job Task	Potential Hazards	Control Measures
Classroom instruction and group activities	<ul style="list-style-type: none"><li>- Physical strain from prolonged standing</li><li>- Vocal strain</li><li>- Exposure to bodily fluids (coughs, sneezes, etc.)</li><li>- Spread of communicable diseases</li></ul>	<ul style="list-style-type: none"><li>- Use anti-fatigue mats, proper footwear</li><li>- Take vocal breaks, use microphones if available</li><li>- Follow hand hygiene and cough/sneeze protocols</li><li>- Encourage regular student hygiene practices</li></ul>
Student supervision (classroom, recess, hallway, cafeteria)	<ul style="list-style-type: none"><li>- Trips, slips, and falls</li><li>- Injury during child altercations</li><li>- Sun exposure or weather-related issues during outdoor duties</li></ul>	<ul style="list-style-type: none"><li>- Keep walkways clear, maintain safe floor surfaces</li><li>- Intervene using de-escalation techniques</li><li>- Wear protective clothing or sunscreen; stay hydrated</li></ul>
Lifting/moving classroom supplies, books, and manipulatives	<ul style="list-style-type: none"><li>- Back or shoulder strain</li><li>- Tripping over objects</li></ul>	<ul style="list-style-type: none"><li>- Use proper lifting techniques</li><li>- Keep storage areas organized</li><li>- Request assistance for heavy or bulky items</li></ul>
Technology use (lesson prep, grading, documentation)	<ul style="list-style-type: none"><li>- Eye strain</li><li>- Repetitive strain injuries (RSI) from typing</li></ul>	<ul style="list-style-type: none"><li>- Use ergonomic workstations</li><li>- Take scheduled screen breaks</li><li>- Adjust lighting and monitor height</li></ul>
Participation in staff meetings, parent conferences	<ul style="list-style-type: none"><li>- Stress or fatigue</li><li>- Extended sedentary time</li></ul>	<ul style="list-style-type: none"><li>- Schedule breaks between meetings</li><li>- Use supportive seating; stretch periodically</li></ul>
Field trips and student transport (if assigned)	<ul style="list-style-type: none"><li>- Vehicle-related incidents</li><li>- Student elopement</li><li>- Environmental hazards</li></ul>	<ul style="list-style-type: none"><li>- Maintain Class B Driver's License if transporting</li><li>- Follow head counts and student supervision protocols</li></ul>

Revised by Caleb Jackson, Principal, Royal Ridge Elementary October 3, 2025

Reviewed by Dr. Oxley, Executive Director of School Administration October 6, 2025

		- Complete field trip risk assessments beforehand
Managing challenging behavior	- Risk of physical aggression - Emotional stress - Exposure to bodily fluids	- Use positive behavior intervention strategies (PBIS) - Follow IEPs and BIPs - Know location of nurse's office and incident reporting procedures
Emergency procedures (lockdown, fire drill, severe weather)	- Stress and panic - Injury during evacuation or lockdown	- Follow district emergency protocols - Conduct regular drills and review safety procedures - Keep emergency kits accessible in classroom

### Emergency Considerations

- Fire/Severe Weather: Know evacuation routes and shelter-in-place protocols. Maintain student accountability through attendance logs.
- Medical Emergency: Call school nurse or 911. Know location of student medical information and emergency contacts.
- Violence/Lockdown: Follow school lockdown protocols. Remain calm and keep students safe and quiet. Lock doors and cover windows.

### Required Personal Protective Equipment (PPE)

PPE Type	When Used
Disposable gloves	When administering first aid or cleaning up bodily fluids
Face masks	During flu season or outbreaks (optional or mandated)
Closed-toe shoes	Daily, for foot protection and comfort
Sun protection (hat/sunscreen)	During extended outdoor activities or duties