

Job Safety Analysis (JSA)

Position Title: Safety Specialist

Department: Security & Safety

Prepared By: Risk Management Department, in cooperation with Safety and Security Department

Job Tasks, Hazards, and Controls

Task	Hazards	Safe Work Practices / Controls
Patrol and monitor campus buildings and grounds	Slip/trip/fall, exposure to hazards, physical altercation, weather exposure	Maintain situational awareness; Wear weather-appropriate PPE; Use non-slip footwear; Follow patrol protocol
Respond to and investigate security incidents and code of conduct violations	Violence, verbal confrontation, psychological stress, exposure to bodily fluids	Follow de-escalation and restraint procedures; Maintain safe distance; Use PPE as needed
Conduct safety and security audits	Falls from height, confined space entry, ladder-related injuries, heat exposure	Use fall protection where required; Follow confined space protocols; Stay hydrated
Monitor and inspect security equipment and infrastructure	Electric shock, equipment malfunction, strain injuries	Power down equipment before inspection; Use proper tools; Report defects immediately
Prepare incident reports and documentation	Repetitive strain, data error, eye strain	Use ergonomic setup; Take screen breaks; Proofread entries
Assist with emergency management drills and procedures	Emotional distress, physical strain during drills	Pre-plan and communicate clearly; Monitor participants; Evaluate after action

Monitor student behavior and enforce rules	Confrontation, emotional distress	Follow district behavioral protocols; Seek admin support when needed
Supervise arrival/dismissal and parking areas	Vehicle accidents, poor visibility, weather exposure	Wear high-visibility gear; Direct traffic with caution; Use designated walkways
Participating in staff development and training	Training fatigue, misinformation	Take scheduled breaks; Engage with certified trainers
Maintain communication with supervisors and administrators	Communication failure, delayed response	Use radios properly; Provide timely and accurate updates
Carry and deploy a firearm in life-threatening situations	Accidental discharge, improper use of force, legal liability, psychological trauma	Maintain firearm qualification and LTC; Follow district Guardian Program guidelines; Use only in accordance with policy; Complete post-incident evaluation and reporting

Emergency Considerations

- Active Threat: Follow NEISD active threat protocol; protect life using authorized methods including firearm deployment.
- Medical Emergency: Render first aid or CPR if trained; contact EMS immediately.
- Fire/Evacuation: Assist with evacuation and accountability procedures.
- Severe Weather: Follow emergency shelter protocols and communicate with leadership.
- Injury to Staff or Self: Report immediately to supervisor; initiate incident documentation.

Required Personal Protective Equipment (PPE)

- Safety footwear (slip-resistant, weather-appropriate)
- Stop the Bleed
- High-visibility vest
- Protective gloves (as needed)
- District-approved safety gear (flashlight)

Revised and Updated by Assistant Director of Security and Safety Klever Novillo on 6-4-2025

- Firearm and two magazines (District-approved model)

Training and Certification Requirements

- Valid Texas License to Carry (LTC) or DPS Guardian Program certification
- Firearms qualification and annual re-certification
- Crisis intervention and de-escalation training
- First Aid and CPR certification
- Threat assessment and incident command training
- Familiarity with radio and security equipment operation
- Behavioral threat assessment team participation