

Job Safety Analysis (JSA)

Position Information

Position Title: Custodian

Department: Facility Support

Prepared By: Risk Management Department in cooperation with NEISD Facility Support

Job Tasks, Hazards, and Controls

Job Task	Hazard	Control Measures
Clean and maintain indoor and outdoor facilities	Slips, trips, falls; exposure to cleaning agents	Wear non-slip footwear, use caution signs, follow chemical safety protocols
Move heavy equipment and furniture	Back strain, crush injuries	Use team lifting techniques and proper body mechanics, along with back-brace
Perform light maintenance (painting, adjusting lockers)	Falls from ladders, tool injuries	Use ladders properly, wear PPE, follow tool safety protocols
Operate floor cleaning machines and other powered equipment	Electrical shock, entanglement	Inspect equipment, avoid wet conditions, follow lockout/tagout procedures
Handle waste and recycling	Exposure to sharp or hazardous objects	Wear gloves and follow disposal procedures
Work in confined or elevated spaces	Fall hazards, poor ventilation	Use fall protection, ventilate spaces, monitor work conditions
Respond to spills, weather-related messes, and restroom cleaning	Biohazard exposure, chemical burns	Wear gloves, eye protection, and follow sanitation protocols

Emergency Considerations

- Chemical Exposure: Evacuate area, follow SDS guidance, alert supervisor.
- Fire or Electrical Hazard: Use fire extinguisher if trained, otherwise evacuate and call 911.
- Injury or Illness: Report immediately to Head Custodian, administer first aid, and document incident.
- Environmental Conditions: Take shelter in severe weather, wear appropriate clothing for outdoor work.

Personal Protective Equipment (PPE)

The following PPE is required or recommended for this position:

- Non-slip, enclosed tennis shoes (required)
- Safety goggles and gloves (for chemical handling and equipment use)
- Respirator or mask (when using harsh chemicals or dusty environments)
- High-visibility vest (when working outdoors or in low-light conditions)