

Inventory Clerk



Required PPE (click icon for PPE examples and information)



Safety Glasses



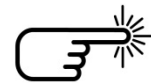
Foot Protection



Hand Protection



Safety Helmets



[Click here to view Required/Recommended Safety Trainings](#)

Work Duties	Hazards	Recommendations
Using hand tools	Cuts, pinches, smashes, punctures, severing of fingers.	Keep tools in good condition. Inspect tools before use. Wear safety glasses. Work away from yourself. Use normal caution required for all hand tools.
Working around electricity.	Electric shock; electrocution.	Shut off power to work area. Use lock-out device to ensure power is not inadvertently switched on. Always test before beginning work to verify that power is off. Remove tools and other metals from body. If you must work with electricity on, wear safety glasses and leather gloves. Have coworker with you in case there is a problem. If work area is wet, clean up standing water before working with electricity; wear rubber boots and gloves.
Using ladders or step-ladders	Ladder collapsing; Slipping and falling from ladder	Inspect ladder before use. Use ladder at proper height. Make sure the ladder is assembled, locked and on level ground. Do not exceed weight limit for ladder. Do not stand on the top or top rung of ladder and make sure a co-worker is holding ladder if any higher than a step-ladder.

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Work Duties	Hazards	Recommendations
Heavy lifting	Use proper lifting techniques, limit duration of repetitive motion.	Always know your weight limit, lift with your legs, get help if needed.
Operates University vehicles	Motor vehicle accident, striking a pedestrian or bicyclists.	Inspect vehicle before use. Use seat belts and safety prescription glasses. Stay alert for pedestrians, other vehicles and objects in path.