

Position Title: Vice President of Continuing Education and Workforce Preparedness/Basic Skills/Small Business Center

Employee Name	Roy C. White	Employee No.	
Division	Continuing Education and Workforce Preparedness/Basic Skills/Small Business Center	Department	Continuing Education and Workforce Preparedness
Classification Level		Revised	
Position of Supervisor	President		
Statement of Primary Purpose			
Administer the division of Continuing Education and Workforce Preparedness, to provide students with marketable occupational skills, to provide for the training needs of local business and industry, to improve the cultural level of students and the community and to enhance the quality of life.			
Essential Functions			
Provide leadership and supervise the administration and implementation of all Continuing Education programs including extension classes on campus, at Seymour Johnson Air Force Base and throughout Wayne County; new, expanding, existing and developing business and industries training programs through the Business and Industry Center, New and Expanding Industry Programs, Occupational Extension Programs, Emergency Medical Services, Fire Service, Law Enforcement Programs, Basic Skills, HRD Programs and Community Service Programs.			
Additional Responsibilities			
Supervise the clerical work in the routine operation of the office of Continuing Education and Workforce Preparedness. Prepare Continuing Education and Workforce Preparedness budget and monitor expenditure of funds as appropriate. Serve as liaison for the institution with business and industry in community. Establish a close working relationship with the Vice President of Research and Development, Vice President of Academic Affairs, Vice President of Student Development, Public Information Officer, Comptroller and Director of Auxiliary Services. Direct and monitor the work of eleven full-time and several hundred part-time division personnel to measure if they are reaching division and institutional goals and objectives. Build community support and promote the institution through involvement in various community activities. Attend regularly scheduled Administrative Council and Planning Council meetings and provide input as appropriate. Perform functions of the Audit Plan as approved by Board of Trustees. Provide leadership, screen, interview and make recommendations to the President of the institution to fill any vacancies in the Division of Continuing Education and Workforce Preparedness. Evaluate job performance of division personnel annually. Advise directors and coordinators in the selection of qualified instructors and administration of programs and courses. Perform other related duties incidental to the work described herein.			

Qualifications	
Must have M.A. Degree. Must have five years of experience. Must be able to travel occasionally.	
Licensing Requirement	
Physical Demands	Must drive.
Working Conditions	Work day or night.
Hazard Assessment	
Personal Protective Equipment	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)				
2. Molten Metal				
3. Liquids				
4. Acids				
5. Caustic Liquids				
6. Chemical Gases or Vapors				
7. Light Radiation				
8. Other				
Head - Is there a danger from:				
1. Falling or Flying objects				
2. Work being performed overhead				
3. Elevated Conveyors				
4. Forklift Hazards				
5. Exposed Electrical Conductors				
6. Loud Noise Levels				
7. Other				
Foot - Is there a danger from:				
1. Falling or Rolling Objects				
2. Objects Piercing the Sole				
3. Electrical Hazards				
4. Wet or Slippery Surfaces				

5. Chemical exposure					
6. Environmental					
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					
Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					

Comments:	
Supervisor Certification	In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
Signature of Supervisor:	Date:

Position Title: Vice President of Academic Affairs

Employee Name	Kay Albertson	Employee No.	
Division		Department	
Classification Level		Revised	
Position of Supervisor	President		

Statement of Primary Purpose	
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Provide leadership for and management of all academic divisions/departments to include Seymour Johnson Air Force Base Education Center, the WCC Library, Academic Skills Center, and the WCC Childcare Center as related to the essential functions listed below.

Essential Functions	
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Provide leadership for all academic divisions/departments and other related support areas to include Allied Health, Applied Technologies, Arts and Sciences, Business and Computer Technologies, SJAFB Center, Evening programs, the WCC Library, Academic Skills Center and the WCC Childcare Center.

Serve as a liaison between the academic divisions, including SJAFB, and the academic support services and the administration; disseminate relevant information to all.

Conduct performance evaluations for division heads and other assigned staff.

Coordinate, with division heads and other supervisors, the recruitment, selection, and orientation process for full and part-time faculty and staff.

Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.

Ensure that accurate records and reports are maintained and submitted as required.

Monitor divisional and programmatic budget expenditures including equipment, supplies, part-time contracts and travel.

Provide leadership regarding institutional effectiveness for all divisions and functional areas through assessment, planning, evaluation and program/service reviews.

Assist the President with all Continuous Improvement Projects (CIPS) leading to college-wide improvements in student learning.

Serve as a permanent member of the Administrative Council, Academic Affairs Committee, Planning Council, and on other college committees as requested. Chair the Curriculum Committee.

Assist division heads and other academic support supervisors with marketing, recruitment and retention efforts.

Assist division heads with student advisement and registration processes throughout the year.

Coordinate curriculum development and curriculum revisions with appropriate division, department, and Student Service faculty/staff.

Ensure that programs and courses reflect current thinking and practice, and are in compliance with state and national accreditation standards.

Coordinate with Division heads college-wide Advisory Committee activities.

Promote and participate in staff development activities. Coordinate appropriate professional development opportunities with the Staff Development Director / Committee.

Oversee all services and activities related to the WCC Childcare Center

Participate in civic, community and/or professional organizations and activities.

Ensure that curriculum activities are appropriately communicated to the WCC Board of Trustees

Report to the President and perform other related duties as assigned.

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Additional Responsibilities	
	Serve on the 2003 B 2006 SACS Leadership team; offer leadership and support in completing the Compliance Review Document and the Quality Enhancement Plan
Qualifications	
	Doctoral Degree in an academic area; a minimum of 5 years of teaching experience at the post-secondary level; and a minimum of 5 years of administrative experience at the post-secondary level.
Licensing Requirement	
Physical Demands	
Working Conditions	
Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?	Action Required
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No	Yes	Eliminate	Guard	Personal Protective Equipment
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Eye and Face - Is there a danger from:

1. Flying Particles (rocks, metal, etc.)	x				
2. Molten Metal	x				
3. Liquids	x				
4. Acids	x				
5. Caustic Liquids	x				
6. Chemical Gases or Vapors	x				
7. Light Radiation	x				
8. Other	x				

Head - Is there a danger from:

1. Falling or Flying objects	x				
2. Work being performed overhead	x				
3. Elevated Conveyors	x				
4. Forklift Hazards	x				
5. Exposed Electrical Conductors	x				
6. Loud Noise Levels	x				
7. Other	x				

Foot - Is there a danger from:

1. Falling or Rolling Objects	x				
2. Objects Piercing the Sole	x				

3. Electrical Hazards	x				
4. Wet or Slippery Surfaces	x				
5. Chemical exposure	x				
6. Environmental	x				
7. Other	x				

Hand - Is there danger from:

1. Cuts or Lacerations	x				
2. Abrasions	x				
3. Punctures	x				
4. Chemical burns	x				
5. Thermal burns	x				
6. Harmful Temperature Extremes	x				
7. Other	x				

Miscellaneous - Is there a danger from:

1. Lifting	x				
2. Bloodborne Pathogens	x				

Respiratory - Has the workplace area been evaluated for:

1. Harmful Dusts	x				
2. Fogs	x				
3. Fumes	x				
4. Mists	x				
5. Smokes	x				
6. Sprays	x				
7. Vapors	x				
8. Other	x				

Torso - Are employee=s bodies protected from:

1. Hot metals and liquids	x				
2. Cuts	x				
3. Acids	x				

4. Radiation	x				
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Comments:

Supervisor Certification	In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
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Signature of Supervisor:	Date:
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Position Title: Division Head, Allied Health & Public Service

Employee Name	Cindy Archie	Employee No.	
Division	Allied Health & Public Services	Department	Allied Health & Public Services
Classification Level	Division Head	Revised	
Position of Supervisor	Vice President for Academic Affairs/Student Services		
Statement of Primary Purpose			
Provide, leadership for and management of division=s institutional effectiveness plan and activities; serve as liaison between faculty/staff and administration; monitor and/or conduct annual performance evaluations for department heads and faculty/staff in division. Investigate new curricula and programs and monitor and evaluate current curricula and course offerings; serve as an instructor, teaching 3-5 hours per semester. Manage and conduct student advisement, registration and retention efforts.			
Essential Functions			
<ol style="list-style-type: none"> 1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review. <ol style="list-style-type: none"> A. Coordinate the development of departmental planning objectives annually as outlines in the Planning Document. B. Prepare and coordinate and annual budget request as an integral part of the planning process. C. Submit mid-year and end-of-year status reports for annual objectives and budgets. 2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals. 3. Conduct classroom and performance evaluations of department heads and program coordinators. 4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations. 5. Assist department heads with the process of recruiting, selecting and orienting full and part-time faculty. 6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments. 7. Coordinate divisional marketing, recruitment, and retention efforts. 8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year. 9. Serve as an instructor (see Instructors Job Description Essential Functions #2-7), teaching an average of 3-5 class hours per semester. 10. Investigate and develop, as appropriate, new curricula, programs, and course offerings. 11. Monitor and evaluate division=s curricula and course offerings and scheduling. 12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards. 13. Monitor advisory committee activities. 14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads. 15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel. 16. Ensure that accurate records and reports are maintained and submitted as required. 17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts and travel. 18. Review program and curriculum information for accuracy in all print and electronic publications. 19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested. 20. Participate in civic, community and/or professional organizations and activities. 21. Report to the Vice President for Academic Affairs and Student Services and perform other related duties as assigned. 			
Additional Responsibilities			
<ul style="list-style-type: none"> * Serve on NCCCS committee/task forces as requested. * Serve on NC Center for Nursing Articulation Task Force. * Manage the Kate B. Reynolds Grant for the Dental Clinic. * Serve as Program Coordinator for Exposure Control Plan for Blood Borne Pathogens. 			

Qualifications	
<p><u>Division Head:</u> Master=s Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.</p> <p><u>Nursing Instructor:</u> Baccalaureate in Nursing. Master=s in Nursing preferred. Two calendar years prior full -time employment for the equivalent in clinical nursing as a RN.</p>	
Licensing Requirement	
<p>Nursing Faculty: Current unrestricted license as a RN in North Carolina Division Head- none</p>	
Physical Demands	
<ol style="list-style-type: none"> 1. Hearing - Auditory ability sufficient to monitor and assess health needs. 2. Visual - Visual ability sufficient for observation and assessment necessary in nursing care. 3. Tactile - Tactile ability sufficient for physical assessment. 4. Communications - Communication abilities sufficient for interaction with others in verbal and written form. 5. Mobility - Physical abilities sufficient to move from room to room and maneuver in small spaces. 6. Motor Skills - Gross and fine motor abilities sufficient to provide safe and effective nursing care. 7. Critical Thinking - Critical thinking ability sufficient for clinical judgment. 8. Interpersonal - Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social emotional, cultural, and intellectual backgrounds. 	
Working Conditions	
<p>Indoor climate-controlled environment.</p>	
Hazard Assessment	
<p>Nursing: Moderate hazard level</p>	
Personal Protective Equipment	
<p>Nursing mask, gloves, protective clothing and eye protection as recommended by the Center for Disease Control.</p> <p>Division Head: None</p>	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	No				
2. Molten Metal	No				
3. Liquids		Yes			PPE
4. Acids	No				
5. Caustic Liquids	No				
6. Chemical Gases or Vapors	No				
7. Light Radiation	No				
8. Other	No				
Head - Is there a danger from:					
1. Falling or Flying objects	No				
2. Work being performed overhead	No				
3. Elevated Conveyors	No				
4. Forklift Hazards	No				
5. Exposed Electrical Conductors	No				
6. Loud Noise Levels	No				
7. Other	No				
Foot - Is there a danger from:					
1. Falling or Rolling Objects		Yes		Guard	
2. Objects Piercing the Sole	No				
3. Electrical Hazards		Yes	Eliminate		
4. Wet or Slippery Surfaces		Yes	Eliminate		
5. Chemical exposure	No				
6. Environmental	No				
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations		Yes			PPE
2. Abrasions		Yes			PPE
3. Punctures		Yes			PPE
4. Chemical burns	No				
5. Thermal burns	No				

6. Harmful Temperature Extremes	No				
7. Other					
Miscellaneous - Is there a danger from:					
1. Lifting		Yes		Mechanical lifts/body mechanics	
2. Bloodborne Pathogens		Yes			PPE
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts	No				
2. Fogs	No				
3. Fumes	No				
4. Mists	No				
5. Smokes	No				
6. Sprays		Yes			PPE
7. Vapors	No				
8. Other-Infectious microorganisms		Yes			PPE
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids		No			
2. Cuts		No			
3. Acids	No				
4. Radiation		Yes			PPE
Comments: Exposure to patients exhibiting unpredictable behavior (e.g., striking, biting)					
Supervisor Certification		In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.			

Signature of Supervisor:	Date:

Position Title: Division Head

Employee Name	Ray Burrell	Employee No.	0076101
Division	Bus & Comp Tech/Ag & NR	Department	Bus Admin and Accounting
Classification Level	Division	Revised	April 29, 2003
Position of Supervisor	Associate Vice President Academic Affairs		
Statement of Primary Purpose			
<p>Provide leadership for and management of division's institutional effectiveness plan and activities; serve as liaison between faculty/staff and administration; monitor and/or conduct annual performance evaluations for department heads and faculty/staff in the division. Investigate new curricula and programs and monitor and evaluate current curricula and course offerings; serve as an instructor, teaching 3-5 hours per semester. Manage and conduct student advisement, registration, and retention efforts.</p>			
Essential Functions			
<ol style="list-style-type: none"> 1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review. <ol style="list-style-type: none"> A. Coordinate the development of departmental planning objectives annually as outlined in the Planning Document. B. Prepare and coordinate an annual budget request as an integral part of the planning process. C. Submit mid-year and end-of-year status reports for annual objectives and budgets. 2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals. 3. Conduct classroom and performance evaluations of department heads and program coordinators. 4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations. 5. Assist department heads with the process of recruiting, selecting, and orienting full and part-time faculty. 6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments. 7. Coordinate divisional marketing, recruitment, and retention efforts. 8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year. 9. Serve as an instructor (see Instructor Job Description Essential Functions # 2-7), teaching an average of 3-5 class hours per semester. 10. Investigate and develop, as appropriate, new curricula, programs, and course offerings. 11. Monitor and evaluate division's curricula and course offerings and scheduling. 12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards. 13. Monitor advisory committee activities. 			

14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads.
15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.
16. Ensure that accurate records and reports are maintained and submitted as required.
17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts, and travel.
18. Review program and curriculum information for accuracy in all print and electronic publications.
19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested.
20. Participate in civic, community and/or professional organizations and activities.
21. Report to the Associate Vice-President for Academic Affairs and perform other related duties as assigned.

Qualifications	Division Head
Master's Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.	
Licensing Requirement	None
Physical Demands	None
Working Conditions	Not Applicable
Hazard Assessment	Not Applicable
Personal Protective Equipment	Not Applicable

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)	√			
2. Molten Metal	√			
3. Liquids	√			
4. Acids	√			
5. Caustic Liquids	√			
6. Chemical Gases or Vapors	√			
7. Light Radiation	√			
8. Other	√			
	√			
Head - Is there a danger from:				
1. Falling or Flying objects	√			
2. Work being performed overhead	√			
3. Elevated Conveyors	√			
4. Forklift Hazards	√			
5. Exposed Electrical Conductors	√			
6. Loud Noise Levels	√			
7. Other	√			
Foot - Is there a danger from:				
1. Falling or Rolling Objects	√			
2. Objects Piercing the Sole	√			
3. Electrical Hazards	√			
4. Wet or Slippery Surfaces	√			
5. Chemical exposure	√			
6. Environmental	√			
7. Other	√			

Hand - Is there danger from:					
1. Cuts or Lacerations	√				
2. Abrasions	√				
3. Punctures	√				
4. Chemical burns	√				
5. Thermal burns	√				
6. Harmful Temperature Extremes	√				
7. Other	√				

Miscellaneous - Is there a danger from:					
1. Lifting	√				
2. Bloodborne Pathogens	√				

Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts		√			
2. Fogs		√			
3. Fumes		√			
4. Mists		√			
5. Smokes		√			
6. Sprays		√			
7. Vapors		√			
8. Other		√			

Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids		√			
2. Cuts		√			
3. Acids		√			
4. Radiation		√			

Comments:

Supervisor Certification	In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
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Signature of Supervisor:	Date:
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Position Title: Associate Vice President

Employee Name	Yvonne B. Goodman	Employee No.	76105
Division	Student Development Services	Department	Student Development Services
Classification Level	20	Revised	January 15, 2003
Position of Supervisor	Vice President for Academic Affairs/Student Development Services		
Statement of Primary Purpose			
		To serve as an administrative student services officer of the college; responsible for a broad array of services that support the academic, social, and developmental lives of students.	
Essential Functions			
		<p>A. Provide a leadership role and direction for planning, budgeting, personnel management, research and administration concerns in the areas of student recruitment; registration and records; student development and enrichment including orientation, career services, and counseling/testing services; student life including student activities, intramural sports, student government, student union, student rights, responsibilities and judicial procedures; minority students; special population student services; financial aid, WIA, and veterans affairs.</p> <p>B. Participate in institutional planning, involving executive staff to provide innovative leadership, promote innovative teaching and learning, create educational and economic partnerships between business and education and to plan proper resource allocations.</p> <p>C. Assist in planning college marketing strategies in conjunction with other departments such as institutional research and public relations to maintain enrollment stability.</p> <p>D. Serve on various institutional, community relations, and professional committees to remain aware of institutional and national development trends and innovations.</p>	
Additional Responsibilities			
		A. Perform other related duties incidental to the work described herein.	

Qualifications	A. Masters in Guidance/Counseling or closely related. B. Five or more years of experience in Student Services preferably in a community college. C. Be able to travel occasionally.
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Licensing Requirement	N/A
Physical Demands	N/A
Working Conditions	N/A
Hazard Assessment	N/A
Personal Protective Equipment	N/A
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				
5. Caustic Liquids	X				
6. Chemical Gases or Vapors	X				

7. Light Radiation	X				
8. Other					

Head - Is there a danger from:

1. Falling or Flying objects	X				
2. Work being performed overhead	X				
3. Elevated Conveyors	X				
4. Forklift Hazards	X				
5. Exposed Electrical Conductors	X				
6. Loud Noise Levels	X				
7. Other					

Foot - Is there a danger from:

1. Falling or Rolling Objects	X				
2. Objects Piercing the Sole	X				
3. Electrical Hazards	X				
4. Wet or Slippery Surfaces	X				
5. Chemical exposure	X				
6. Environmental	X				
7. Other					

Hand - Is there danger from:

1. Cuts or Lacerations	X				
2. Abrasions	X				
3. Punctures	X				
4. Chemical burns	X				
5. Thermal burns	X				
6. Harmful Temperature Extremes	X				
7. Other					

Miscellaneous - Is there a danger from:

1. Lifting	X				
2. Bloodborne Pathogens	X				

Respiratory - Has the workplace area been evaluated for:

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1. Harmful Dusts	X				
2. Fogs	X				
3. Fumes	X				
4. Mists	X				
5. Smokes	X				
6. Sprays	X				
7. Vapors	X				
8. Other					

Torso - Are employees bodies protected from:

1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				

Comments:

Supervisor Certification

In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.

Signature of Supervisor:

Date:

**Position Title: Senior VicePresident of Student Services/
Special Projects**

Employee Name	Daniel Krautheim	Employee No.	
Division	Student Services	Department	Student Services
Classification Level		Revised	02/05/2004
Position of Supervisor	President		
Statement of Primary Purpose			
<p>To provide leadership in the student services and Co-op Job placement areas, and provide assistance to the president for special projects. Special projects currently include the implementation and training for the curriculum and student services CIS project, as well as providing data from the Datatel Colleague system to support the SACS reaffirmation effort.</p>			
Essential Functions			
<ol style="list-style-type: none"> 1. Provide leadership and advice for the areas of student services which include Admissions and Records, Financial Aid, Veterans Services, Career Development Services, Counseling Services and Recruitment Services. 2. Effectively plan and administer budgets for all areas of student services, Job placement and Co-op. 3. Recruit, retain, and develop competent staff who can fulfill the mission of the college. 4. Provide prompt and accurate responses to requests for information from the president or the board of trustees. 5. Represent Wayne Community College formally and informally in the community through membership and involvement in a variety of organizations and tasks. 6. In the absence of the president, serve as the chief executive officer of the college. 7. Keep abreast of new developments in the Colleague software which impacts on the programs and services of the college. 8. Train the faculty and students in the use of new technologies as they emerge. 9. Maintain the progress of implementation of various components of the new computer system as they are tested and ready for implementation. 			
Additional Responsibilities			
<ul style="list-style-type: none"> • To generate certain reports from the data available on the Datatel Colleague system. • To assist staff in the process of extracting information from the Datatel system by creation of Queries and training personnel to use them. 			
Qualifications			
<ul style="list-style-type: none"> • Doctorate in education or equivalent education and experience • Five years of experience at a management level higher education • Teaching experience at the college level • Ability to communicate well with staff, faculty and students at all levels of the institution. 			

Licensing Requirement	
Physical Demands	
Working Conditions	
Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)					
2. Molten Metal					
3. Liquids					
4. Acids					
5. Caustic Liquids					

6. Chemical Gases or Vapors					
7. Light Radiation					
8. Other					
Head - Is there a danger from:					
1. Falling or Flying objects					
2. Work being performed overhead					
3. Elevated Conveyors					
4. Forklift Hazards					
5. Exposed Electrical Conductors					
6. Loud Noise Levels					
7. Other					
Foot Is there a danger from:					
1. Falling or Rolling Objects					
2. Objects Piercing the Sole					
3. Electrical Hazards					
4. Wet or Slippery Surfaces					
5. Chemical exposure					
6. Environmental					
7. Other					
Hand Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					

Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:			Date:		

DRAFT

Position Title: _____ Division Head _____

Employee Name	Ronald E. Prince	Employee No.	
Division	Applied Technology	Department	Aviation, Automotive, Mechanical Studies, Engineering, Welding, Air Conditioning & Refrigeration, Machining
Classification Level		Revised	
Position of Supervisor	Associate Vice President Academic Affairs		

Statement of Primary Purpose

Provide leadership for and management of division's institutional effectiveness plan and activities; serve as liaison between faculty/staff and administration; monitor and/or conduct annual performance evaluations for department heads and faculty/staff in the division. Investigate new curricula and programs and monitor and evaluate current curricula and course offerings; serve as an instructor, teaching 3-5 hours per semester. Manage and conduct student advisement, registration, and retention efforts.

Essential Functions

1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review.
 - A. Coordinate the development of departmental planning objectives annually as outlined in the Planning Document.
 - B. Prepare and coordinate an annual budget request as an integral part of the planning process.
 - C. Submit mid-year and end-of-year status reports for annual objectives and budgets.
2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals.
3. Conduct classroom and performance evaluations of department heads and program coordinators.
4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations.
5. Assist department heads with the process of recruiting, selecting, and orienting full and part-time faculty.
6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments.
7. Coordinate divisional marketing, recruitment, and retention efforts.
8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year.
9. Serve as an instructor (see Instructor Job Description Essential Functions # 2-7), teaching an average of 3-5 class hours per semester.
10. Investigate and develop, as appropriate, new curricula, programs, and course offerings.
11. Monitor and evaluate division's curricula and course offerings and scheduling.
12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards.

- 13. Monitor advisory committee activities.
- 14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads.
- 15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.
- 16. Ensure that accurate records and reports are maintained and submitted as required.
- 17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts, and travel.
- 18. Review program and curriculum information for accuracy in all print and electronic publications.
- 19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested.
- 20. Participate in civic, community and/or professional organizations and activities.
- 21. Report to the Associate Vice-President for Academic Affairs and perform other related duties as assigned.

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Qualifications	Division Head
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Master’s Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.

Licensing Requirement	
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Physical Demands	
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Working Conditions	
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Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign other duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)				
2. Molten Metal				
3. Liquids				
4. Acids				
5. Caustic Liquids				
6. Chemical Gases or Vapors				
7. Light Radiation				
8. Other				

Head - Is there a danger from:				
1. Falling or Flying objects				
2. Work being performed overhead				
3. Elevated Conveyors				
4. Forklift Hazards				
5. Exposed Electrical Conductors				
6. Loud Noise Levels				
7. Other				

Foot - Is there a danger from:				
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1. Falling or Rolling Objects					
2. Objects Piercing the Sole					
3. Electrical Hazards					
4. Wet or Slippery Surfaces					
5. Chemical exposure					
6. Environmental					
7. Other					

Hand - Is there danger from:

1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					

Miscellaneous - Is there a danger from:

1. Lifting					
2. Blood borne Pathogens					

Respiratory - Has the workplace area been evaluated for:

1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					

Torso - Are employee=s bodies protected from:

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1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					

Comments:

Supervisor Certification	In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
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Signature of Supervisor:	Date:
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Position Title: Vice President for Educational Support Services

Employee Name	Kenneth Ritt	Employee No.	
Division	Educational Support Services	Department	
Classification Level		Revised	
Position of Supervisor	President		
Statement of Primary Purpose			
<p>Exercise administrative direction over the college=s business and financial services, management and academic information systems, Media production and distance learning services, construction, maintenance and housekeeping, risk management and security information and switchboard services, Bookstore, food service, and other administrative and financial activities.</p>			
Essential Functions			
<ul style="list-style-type: none"> - Direct the management of the Business Office and the college=s financial and administrative services. - Manage the college=s Long Range Master Plan construction activities. - Direct management of Information Systems including administrative and instructional computer systems, campus network, and telephone systems technology. - Direct the management of media production and distance learning operations including audio visual, printing and instructional services. - Direct the management of the maintenance department including facilities maintenance, grounds, housekeeping and other physical plant operations. - Direct the management of security operations and risk management programs. - Direct the management of the campus information, receptionist, and switchboard operations. - Direct the operations of the college bookstore. - Direct the management of the food services including manual food operations, vending, and catering. 			
Additional Responsibilities			
<ul style="list-style-type: none"> - Assist the President in the development of the institutional budget, staffing, and management of special projects. - In absence of the President and Vice President for Academic Affairs/Student services, serve as acting chief administrative officer. - Participate on various institutional committees and serve on external boards and committees as deemed appropriate; chair the campus Safety Committee. - Attend Board of Trustee meetings; serve as staff for the Board Building Committee and other associated committees. - Direct the management of college public use facilities including scheduling, billing, and staffing. - Perform other duties as assigned. 			

Qualifications	
<ul style="list-style-type: none"> - Masters degree in business management or closely related field. - Strong background in facilities management. - Experience in multi-million dollar budget preparation and management. - Experience in post secondary administration preferred. - Five years of experience at the senior managerial level. 	
Licensing Requirement	
Physical Demands	
<ul style="list-style-type: none"> - Supervise support activities on a 175 acre main campus and several off campus locations on a 24 hour/day , 7 days/week basis. 	
Working Conditions	
<ul style="list-style-type: none"> - Office atmosphere with extensive computer involvement. - Must be able to perform all duties inside and outside under all environmental conditions. - Extensive interaction with the public and college staff. 	
Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)				
2. Molten Metal				
3. Liquids				
4. Acids				
5. Caustic Liquids				
6. Chemical Gases or Vapors				
7. Light Radiation				
8. Other				
Head - Is there a danger from:				
1. Falling or Flying objects				
2. Work being performed overhead				
3. Elevated Conveyors				
4. Forklift Hazards				
5. Exposed Electrical Conductors				
6. Loud Noise Levels				
7. Other				
Foot - Is there a danger from:				
1. Falling or Rolling Objects				
2. Objects Piercing the Sole				
3. Electrical Hazards				

4. Wet or Slippery Surfaces					
5. Chemical exposure					
6. Environmental					
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					
Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					

4. Radiation					
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:			Date:		

DRAFT

Position Title: Division Head, Arts and Sciences

Employee Name	Elizabeth S. Spragins	Employee No.	
Division	Arts and Sciences	Department	
Classification Level	Division Head	Revised	
Position of Supervisor	Associate Vice President Academic Affairs		

Statement of Primary Purpose	
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Provide leadership for and management of division's institutional effectiveness plan and activities; serve as liaison between faculty/staff and administration; monitor and/or conduct annual performance evaluations for department heads and faculty/staff in the division. Investigate new curricula and programs and monitor and evaluate current curricula and course offerings; serve as an instructor, teaching 3-5 hours per semester. Manage and conduct student advisement, registration, and retention efforts.

Essential Functions	
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1. Provide Leadership for institutional effectiveness of the division through assessment, planning, evaluation and program review.
 - A. Coordinate the development of departmental planning objectives annually as outlined in the Planning Document.
 - B. Prepare and coordinate an annual budget request as an integral part of the planning process.
 - C. Submit mid-year and end-of-year status reports for annual objectives and budgets.
2. Promote and participate in staff development. Monitor and assess divisional faculty and staff professional development goals.
3. Conduct classroom and performance evaluations of department heads and program coordinators.
4. Monitor faculty (full and part-time) classroom/lab/shop/clinical evaluations and annual performance evaluations.
5. Assist department heads with the process of recruiting, selecting, and orienting full and part-time faculty.
6. Serve as a liaison between faculty/staff and administration and disseminate relevant information to departments.
7. Coordinate divisional marketing, recruitment, and retention efforts.
8. Supervise and conduct student advisement, pre-registration and registration within the division throughout the year.
9. Serve as an instructor (see Instructor Job Description Essential Functions # 2-7), teaching an average of 3-5 class hours per semester.
10. Investigate and develop, as appropriate, new curricula, programs, and course offerings.
11. Monitor and evaluate division's curricula and course offerings and scheduling.
12. Ensure that programs and courses reflect current thinking and practice and are in compliance with state and national accreditation standards.
13. Monitor advisory committee activities.

14. Supervise the scheduling of classes and assignment of instructors for all programs in the division. Monitor faculty loads.
15. Ensure that college policy and procedure is followed when dealing with matters relating to students and personnel.
16. Ensure that accurate records and reports are maintained and submitted as required.
17. Monitor budget expenditures including equipment, supplies, service contracts, part-time contracts, and travel.
18. Review program and curriculum information for accuracy in all print and electronic publications.
19. Serve as a permanent member of the Academic Affairs Council and Planning Council and on other college committees as requested.
20. Participate in civic, community and/or professional organizations and activities.
21. Report to the Associate Vice-President for Academic Affairs and perform other related duties as assigned.

Qualifications	Division Head
Master's Degree with eighteen hours in one of the disciplines/programs in the Division. Five years of experience as a faculty member in a post-secondary institution.	
Licensing Requirement	
Physical Demands	
Working Conditions	
Hazard Assessment	

Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				
5. Caustic Liquids	X				
6. Chemical Gases or Vapors	X				
7. Light Radiation	X				
8. Other	X				

Head - Is there a danger from:					
1. Falling or Flying objects	X				
2. Work being performed overhead	X				
3. Elevated Conveyors	X				
4. Forklift Hazards	X				
5. Exposed Electrical Conductors	X				
6. Loud Noise Levels	X				
7. Other	X				

Foot - Is there a danger from:					
1. Falling or Rolling Objects	X				

2. Objects Piercing the Sole	X				
3. Electrical Hazards	X				
4. Wet or Slippery Surfaces	X				
5. Chemical exposure	X				
6. Environmental	X				
7. Other	X				

Hand - Is there danger from:

1. Cuts or Lacerations	X				
2. Abrasions	X				
3. Punctures	X				
4. Chemical burns	X				
5. Thermal burns	X				
6. Harmful Temperature Extremes	X				
7. Other	X				

Miscellaneous - Is there a danger from:

1. Lifting	X				
2. Bloodborne Pathogens	X				

Respiratory - Has the workplace area been evaluated for:

1. Harmful Dusts	X				
2. Fogs	X				
3. Fumes	X				
4. Mists	X				
5. Smokes	X				
6. Sprays	X				
7. Vapors	X				
8. Other	X				

Torso - Are employee=s bodies protected from:

1. Hot metals and liquids	X				
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2. Cuts	X				
3. Acids	X				
4. Radiation	X				
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:			Date:		

Position Title: Director of Planning & Research

Employee Name	William T. Thompson	Employee No.	2435
Division	President	Department	Planning & Research
Classification Level	15	Revised	
Position of Supervisor	President		
Statement of Primary Purpose			
Supervise and coordinate the college planning, research, and institutional effectiveness functions; coordinate grant writing activities for the college and oversee the college staff development function. Executive director, Retired and Senior Volunteer Program.			
Essential Functions			
<p>Planning and Accountability</p> <p>Survey Analysis and Reporting</p> <p>Performance Measures and Standards</p> <p>Compliance with the Southern Association of Colleges and Schools Principles of Accreditation</p> <p>Staff Development</p> <p>Grant Development</p> <p>Research studies</p> <p>Retired and Senior Volunteer Program</p> <p>Staff Development</p> <p>NCCCS Reports Monitor</p> <p>Facilities Inventory and Utilization</p>			
Additional Responsibilities			
College committees and other related duties incidental to the work described herein,.			
Qualifications			
<p>Masters degree in related areas.</p> <p>Three years experience in related area, preferably at a community college.</p> <p>Must be able to travel occasionally.</p> <p>Must be able to work long hours to meet deadlines.</p> <p>Must be able to operate various office equipment such as a computer, copier, etc.,</p>			

Must have excellent leadership and communication skills (oral and written) and possess the ability to work with diverse groups.	
Licensing Requirement	
Physical Demands	
Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers.	
Working Conditions	
The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).	
Hazard Assessment	
Not applicable.	
Personal Protective Equipment	
Not applicable.	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)				

2. Molten Metal					
3. Liquids					
4. Acids					
5. Caustic Liquids					
6. Chemical Gases or Vapors					
7. Light Radiation					
8. Other					
Head - Is there a danger from:					
1. Falling or Flying objects					
2. Work being performed overhead					
3. Elevated Conveyors					
4. Forklift Hazards					
5. Exposed Electrical Conductors					
6. Loud Noise Levels					
7. Other					
Foot - Is there a danger from:					
1. Falling or Rolling Objects					
2. Objects Piercing the Sole					
3. Electrical Hazards					
4. Wet or Slippery Surfaces					
5. Chemical exposure					
6. Environmental					
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					

Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:			Date:		

Position Title: Chief Financial Officer

Employee Name	Mary W. Wadsworth	Employee No.	75104
Division	President=s Office	Department	Business Office
Classification Level	20	Revised	04/22/03
Position of Supervisor	President		
Statement of Primary Purpose			
To provide administrative direction over the college=s financial operations to include the planning, development, implementation, coordination and monitoring of business and fiscal program policies and procedures.			
Essential Functions			
Directs the management of all financial operations; Directs the management of the college=s business office to include finance, purchasing, inventory; Coordinate the development of the institution=s annual operating budget; Monitor and verify major expenditures & investigate major variance.			
Additional Responsibilities			
Direct the financial management of student aid and scholarships; Directs the administration of funds for federally sponsored programs; Prepare bimonthly reports for the President and board of trustees; Directs and monitor college=s investments; Review of annual audit with State Auditors; Monitor risk management; Serve as assistant treasurer to the board of director for the college=s foundation.			
Qualifications			
CPA license or MBA			
Licensing Requirement			
None			
Physical Demands			
None			
Working Conditions			
Indoor conditions			
Hazard Assessment			
None			
Personal Protective Equipment			
None			
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.			

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:				
1. Flying Particles (rocks, metal, etc.)	X			
2. Molten Metal	X			
3. Liquids	X			
4. Acids	X			
5. Caustic Liquids	X			
6. Chemical Gases or Vapors	X			
7. Light Radiation	X			
8. Other				
Head - Is there a danger from:				
1. Falling or Flying objects	X			
2. Work being performed overhead	X			
3. Elevated Conveyors	X			
4. Forklift Hazards	X			
5. Exposed Electrical Conductors	X			
6. Loud Noise Levels	X			
7. Other				
Foot - Is there a danger from:				
1. Falling or Rolling Objects	X			
2. Objects Piercing the Sole	X			
3. Electrical Hazards	X			
4. Wet or Slippery Surfaces	X			
5. Chemical exposure	X			

6. Environmental	X				
7. Other					
Hand - Is there danger from:					
1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					
Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					
Comments:					
Supervisor Certification		In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job			

	analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.
Signature of Supervisor:	Date: