

ACTIVITY HAZARDS ANALYSIS

Print Form

Overall Risk Assessment Code (RAC)
(Use highest code)

L

Date: Project:

Activity: Volunteer Park Hosts

Activity Location:

Prepared By:

Risk Assessment Code Matrix

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
Severity	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X	Office work	Eye strain	Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens.	L
X		Wrist Strain	Ensure computer keyboards are adjusted so that the elbows are at a 90 degree angle and arms and hands are parallel to the floor. Use wrist rests or other support so that wrists are maintained in a neutral position.	L
X		Neck/shoulder fatigue	Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. Document or copy holders should be at the same height and distance as the screen.	L
X		Slips/trips/falls/office machinery	Use good housekeeping practices. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended. Do not wear loose clothing or jewelry. Be cautious when making mylar copies (hot).	L
X	Lifting	Muscle/back strain	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.	L
X	Maintenance	Electrical shock	Do not reconfigure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets. Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage. Ensure equipment is locked/tagged out before any work is begun.	L
X		Cutting tools	Cut in the direction away from hands and body.	L

ACTIVITY HAZARDS ANALYSIS

JOB STEPS		HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X		Chainsaw cuts	Wear protective clothing (headgear, goggles, hearing protection, gloves, boots, and leg guards). Use proper cutting techniques.	M
X		Eye/hand injury	Wear appropriate eye protection as necessary.	M
X		Ankle injury	Wear proper field boots with ankle height of at least 4 inches.	M
X		Head injury	Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas.	M
X		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.	L
X		Noise	Wear proper hearing protection devices.	L
X		Injury from equipment	Keep alert and out of the way of heavy equipment.	M
X		Cuts and bruises	Wear protective equipment Wear proper clothing. Use caution	M
X		Burns/smoke inhalation/hazardous chemicals/flammables/fumes and dust	Use appropriate fire fighting techniques. Wear proper protective clothing (fire suit, gloves, respirator, etc.) and equipment. Obey manufacturer's handling, storage, and use recommendations. Read Material Safety Data Sheet for specific hazards before use. Ensure proper ventilation and wear respirator if necessary.	L
X		Entanglement in moving machinery	All points requiring lubrication during operation shall have fittings so located or guarded as to be accessible without hazardous exposure and all moving parts shall be guarded when exposed to contact.	M
X	Walking	Falling on slippery or rugged terrain	Wear proper field boots and be observant of terrain. Use safety lines when necessary	L
X		Prolonged standing/walking	Be in good physical condition. Take breaks as required.	L
X	Exposure to elements/wildlife	Snake bites	Wear proper field boots or snake chaps. Do not harass/kill snakes.	M
X		Animal bites	Wear proper clothing. Do not approach animals. Use caution and composure when encountering animals.	M
X		Insect bites and stings	Knowledge and avoidance of such insects. Caution and knowledge of any allergies to such bites or stings. Do not wear perfume or cologne. Know where to obtain first aid	M
X		Tick bites	Wear proper clothing. Light colored long sleeved shirts tucked inside pants. Make frequent checks for the presence of ticks and use proper removal techniques if found.	M
X		Poisonous plants	5a. Knowledge and avoidance of such plants. Wash after contact.	M
X		Exposure to outdoor elements/weather	Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.	M
X		Bites/scratches	Wear appropriate protective clothing and follow animal control procedures and techniques.	M
X	Public Interaction	Disease	Wear appropriate protective clothing and have current immunizations.	L
X		Physical assault from irritated, distraught, or intoxicated individuals	Knowledge of non-threatening communications. Know how to get assistance. Knowledge of self-defense and avoidance procedures.	L
X	Motorized Vehicle Operation	Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques.	L
X		Uneven surfaces	Reduce speed appropriately.	L

ACTIVITY HAZARDS ANALYSIS

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X		Deer/wildlife	Stay alert, use caution, and drive defensively	L
X		Exposure to dust	Drive with windows closed.	L
X		Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.	L
X		Slick, snowy, or icy roads	Use studded or chained tires, reduce speed, and increase following distances.	L
X		Vessel damage/sinking	Obey navigation rules and weather warnings. Be aware of emergency evacuation procedures.	L

Add Items

	EQUIPMENT	TRAINING	INSPECTION
X	Proper PPE for all job duties		
X			
X			

Involved Personnel:

Acceptance Authority (digital signature):