

U.S Department of Interior Fish and Wildlife Service	1. WORK PROJECT/ACTIVITY Office Work - JHA	2. LOCATION	3. UNIT
JOB HAZARD ANALYSIS (JHA)	4. NAME OF ANALYST	5. JOB TITLE	6. DATE PREPARED
7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE	
*Ergonomics	Hands, Wrists	Maintain proper work station setup and alignment with adequate illumination. Use adjustable chair and wrist/foot rests if necessary. Take frequent breaks from the computer. Practice stretching exercises and relaxing techniques.	
*Walking Surfaces	Slips, Twists, Falls	Keep individual work areas and storage clean, orderly, and free of tripping hazards. Use hand rails when going up or down stairways. Do not store boxes or equipment in the hallway areas.	
*Lifting	Back Injury	Ask for help if load is heavy. Do not try to lift or otherwise move material beyond ability; reduce weight of object by packing smaller parcels. Ask for the professional movers when necessary.	
*Material Storage	Falling Objects and Fire Hazards	Use suitable step, stool or ladder to avoid lifting above shoulder height. Do not store papers, books, or other items on heat registers.	
*Office Equipment	Electrical Shock	Avoid using extension cords in place of permanent wiring. Locate cords away from heat sources and protect from abrasion, crushing or kinking. Disconnect cords only by pulling on the plug. Pull plug before working on any electrical machine. Do not touch appliances or machines while grounded or touching plumbing pipes or faucets.	
*Personal Security	Violence	If you plan to work after hours, let someone know your intentions. Park your vehicle where you can take advantage of the shortest route to and from the building. Sign in and out with the security officer.	

JHA Instructions (References-FSH 6709.11 and .12)

The JHA shall identify the location of the work project or activity, the name of employee(s) writing the JHA, the date(s) of development, and the name of the appropriate line officer approving it. The supervisor acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

- a. Research past accidents/incidents
- b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.
- c. Discuss the work project/activity with participants
- d. Observe the work project/activity
- e. A combination of the above

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

- a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture.
- b. Substitution. For example, switching to high flash point, non-toxic solvents.
- c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.
- d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills portable water pumps)
- e. A combination of the above.

Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

Blocks 11 and 12: Self-explanatory.

Emergency Evacuation Instructions (Reference FSH 6709.11)

Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

- a. Nature of the accident or injury (avoid using victim's name).
- b. Type of assistance needed, if any (ground, air, or water evacuation)
- c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
- d. Radio frequency(s).
- e. Contact person.
- f. Local hazards to ground vehicles or aviation.
- g. Weather conditions (wind speed & direction, visibility, temp).
- h. Topography.
- i. Number of person(s) to be transported
- j. Estimated weight of passengers for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

JHA and Emergency Evacuation Procedures Acknowledgement

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE DATE

SIGNATURE DATE
