


Appalachian National Scenic Trail		1. WORK PROJECT/ACTIVITY Office Work Station	2. LOCATION Trail Wide	Includes work performed on lands of National Park Service, and various states' park and lands
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 OSHA (Instructions on Reverse)		3. NAME(S) OF ANALYST(S) Keith Stegall	4. Work Supervisor Various	5. DATE PREPARED 05/31/2019
Required Standards and General Notes:	applies to a variety of activities			
Required Personal Protective Equipment				
Tools and Equipment	Desktop Computer, Laptop Computer, phone, camera, keyboard, mouse, printers			
Available Training	Contact supervisor for available training resources			
7. TASKS/PROCEDURES		8. HAZARDS, POTENTIAL HAZARDS / INJURY SOURCE	9. ABATEMENT ACTIONS OR PROCEDURES Engineering Controls * Substitution * Administrative Controls * PPE	
Work Station Operations		Hands, Wrists, Back and Eye Injury	<ul style="list-style-type: none"> ● Maintain work station setup and alignment. ● Ensure adequate illumination / lighting is present ● Use an adjustable chair (wrists/foot rests if necessary). Take frequent breaks. ● Practice stretching exercises and relaxing techniques. ● Consider options such as standing/sitting work desk. 	
		Electrocution	<ul style="list-style-type: none"> ● Ensure all electrical outlets meet local building codes. ● Never chain together power strip outlets. ● Never use extension cords to permanently power office equipment. ● Keep liquids away from electrical equipment. 	
		Smoke / Fire	<ul style="list-style-type: none"> ● Ensure appropriate fire extinguisher is present, has been inspected, and is properly located. ● Ensure smoke detectors are in working condition. ● Ensure that the appropriate means of ingress/egress are available and sufficiently marked and lighted at all times. ● Know your work station's evacuation plan, including a meetup location. 	
		Slips, Trips, Falls	<ul style="list-style-type: none"> ● Keep individual work areas and storage rooms clean, orderly, and free of tripping / slipping hazards. ● Use appropriately rated step ladders to access overhead items 	

Computer Monitor / Keyboard Operation	Repetitive motion	<ul style="list-style-type: none"> ● Avoid activities requiring excessive up-and-down or side-to-side movements of the wrist. ● Position hands properly while working. The arm, wrist and hand should remain in a straight line; bending may cause friction against nerves leading to inflammation . ● Take frequent, short breaks from the activity. ● Avoid direct pressure on the heel of the hand, such as pressing hard on a seat surface to rise from a chair. ● Avoid wearing restrictive watch bands, jewelry, or clothes with tight elastic sleeves. ● Learn to use the computer mouse sensibly: <ul style="list-style-type: none"> ○ Choose a mouse that allows you to work with an open, relaxed hand posture. ○ Don't squeeze or grip the mouse between your thumb and little finger. ○ Don't twist the mouse side-to-side; move the mouse with the entire arm. ● Adjust chair height, back and arm settings to support operator's arms and hand in correct typing position.
	Eye, neck, back strain	<ul style="list-style-type: none"> ● Adjust location and angle of the screen and adjust chair so operator can view with a natural head position. ● Limit lighting to task lights rather than full room light to improve screen brightness and contrast. ● Consider a sit/stand desk for long term work shifts ● Adjust screen controls (brightness, contrast) for most comfortable viewing.
Lifting/ Moving Heavy Objects	Strained back/arm muscles	<ul style="list-style-type: none"> ● Use proper lifting technique, bend at knees--keep back straight--lift with legs--keep load close to body. ● Ask for help for heavy loads. ● Do not try to lift or otherwise move material beyond ability. ● Reduce weight of object by packing smaller parcels instead of one large one. ● Use mechanical devices to help lift and move materials.
	Trip or fall	<ul style="list-style-type: none"> ● Ensure firm footing, clear path before walking.
	Over exertion	<ul style="list-style-type: none"> ● Enlist help of others, take breaks as needed.
10. LINE OFFICER SIGNATURE 	11. TITLE Acting Chief Ranger - Safety Officer -	12. DATE 6/28/19

Previous edition is obsolete

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