# JOB HAZARD ANALYSIS (JHA)

**References:** FSH 6709.11 and -12 (Instructions on Reverse)

## 1. WORK PROJECT/ACTIVITY
**Working During COVID-19 Pandemic**

## 2. LOCATION
**George Washington & Jefferson National Forests**

## 3. UNIT
Appalachian National Scenic Trail; Mount Rogers National Recreation Area, Glenwood-Pedlar Ranger District, and Eastern Divide Ranger District

## 4. NAME(S) OF ANALYST(S)
Matthew Helt, Edward Wright, David Whitmore, Erik Taylor

## 5. JOB TITLE
Partnership, Volunteer, Service Program, and Recreation Program

## 6. DATE PREPARED
9 February 2021

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**Required Standards and General Notes:**

**Available Personal Protective Equipment**
- Hand sanitizer; disinfectant (solution/wipes); surgical mask / comfort mask / cloth face covering; safety glasses/face shield; non-permeable gloves; disposable coverall or apron depending on activity. Any additional PPE required for a specific task as identified in approved USFS JHA’s.

**Tools and Equipment**
- Working cell phone, first aid kit. Dress for the weather and site conditions.

**Available Training**
- Review current CDC Guidelines; First Aid/CPR training; Check in/checkout procedures; Any other training required based on tasks to be performed as identified in currently approved USFS JHA’s.

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## 7. TASKS/PROCEDURES

### General Volunteer Engagement
**COVID-19 Exposure**

- Stay up to date with and follow appropriate CDC guidelines.
- Comply with Governor’s Executive Orders and President’s Executive Orders.
- Do not engage in social distance enforcement. If needed, contact local law enforcement.
- Stay home if you’re sick, have symptoms, or have been exposed to COVID-19.
- Notify your group leader/point of contact immediately if you have conducted volunteer activities on the National Forest and then have any symptoms or if you have tested positive for COVID-19.
- Group leader should immediately contact volunteer coordinator and other volunteers working with you.
- Comply with current requirements related to group size limit, social distancing, and wearing face masks or face coverings when and where applicable.
- For meetings, use audio and video teleconferencing capabilities to fullest extent possible.

### General Work Duties
**Exposure to COVID-19**

- Wear a surgical mask / comfort mask / cloth face covering and eye protection
- Practice social distancing, avoid close contact. Stay at least 6' away from non-household members in the workplace.
<table>
<thead>
<tr>
<th>General Tool / Equipment Use</th>
<th>Exposure to COVID-19</th>
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<tbody>
<tr>
<td>● Avoid close contact with others from outside of your household.</td>
<td>● Clean and disinfect all tool/equipment sets prior to using and/or issuing to individuals using EPA registered disinfectants.</td>
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<td>● Maintain situational awareness and communicate to others working around you when someone outside your work group is entering your work area.</td>
<td>● Once tools/equipment are issued:</td>
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<tr>
<td>● Step aside as needed to allow 6’ distance for hikers to pass.</td>
<td>○ Do not mix/intermingle tools/equipment without sanitizing tools.</td>
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<tr>
<td>● Do not share food, drinks, or PPE.</td>
<td>○ Frequently wash hands often with soap and water and/or hand sanitizer.</td>
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<tr>
<td>● Wash hands with soap and water and/or hand sanitizer prior to eating</td>
<td>○ Individuals are responsible for accounting for and maintaining their own tool/equipment set.</td>
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<tr>
<td>● Avoid unnecessarily touching surfaces.</td>
<td>● If tools/equipment are left unattended, thoroughly clean and disinfect tools/equipment before resuming operation.</td>
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<tr>
<td>● Avoid touching your eyes, nose, mouth and/or footwear.</td>
<td>● Plan for each group member to have their own set of tools. Do not share tools/equipment. However, in the rare event tools/equipment sharing is unavoidable:</td>
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<tr>
<td>● Wash hands often with soap and water. Wash your hands for a min. of 20 seconds. Alcohol-based hand sanitizer that contains 60% -95% alcohol can be used where soap &amp; water are not readily available.</td>
<td>○ Thoroughly clean and disinfect tools/equipment before operational transition using EPA registered disinfectants.</td>
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<tr>
<td>● Avoid unnecessarily touching surfaces.</td>
<td>○ Wear task appropriate washable gloves.</td>
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<tr>
<td>● Avoid touching your eyes, nose, mouth and/or footwear.</td>
<td>○ Wash hands often with soap and water and/or hand sanitizer.</td>
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<tr>
<td>● Clean &amp; disinfect frequently touched objects and surfaces using EPA registered disinfectants or bleach solution as described by CDC by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.</td>
<td>○ Do not touch your eyes, nose, mouth and/or footwear.</td>
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</tbody>
</table>
| ● Clean and d
| ● Clean and disinfect tools/equipment when work/task is complete, or at least daily when in constant use. |
### Public Contact Exposure to COVID-19
- Do not engage in social distance enforcement. If needed, contact local law enforcement.
- Practice CDC/public Health/USFS guidelines for social distancing (6-foot distance).
- It is **required** to wear face covering when working within 6 feet of others, in federal buildings, and while in vehicles with others
- Maintain situational awareness.
- Communicate to others working around you when someone outside your work group is entering your work area. Maintain 6 foot distance at all times.

### Working with and Selecting Correct Cleaning/Disinfectant Materials Exposure to COVID-19
- Review SDS for products used to ensure proper use of protective equipment, employee knowledge and understanding and procedures.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation.
  - Pay close attention to the “contact time” for each disinfectant used as some may have to sit on surfaces for 5-10 minutes. Follow [EPA’s guidance](https://www.epa.gov/cleanwater/epa-guidance) as listed on CDC’s website.
  - Optionally, prepare a bleach solution: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
  - Products with EPA-approved EPA-registered household disinfectant are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

### Remove / Contain / Dispose of PPE Exposure to COVID-19
- Remove washable/reusable gowns and over clothing by disposing in a dedicated container or laundry basket.
- Remove gloves by use of safety method: One glove removed and held by the opposite hand and turning the remaining glove inside out and disposed of in trash.
- Remove and clean safety glasses and spray shields.
- PPE trash may be disposed of in regular trash routes.
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) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer 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

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 frequencies.
   e. Contact person.
   f. Local hazards to ground vehicles or aviation.
   g. Weather conditions (wind speed & direction, visibility, temperature).
   h. Topography.
   i. Number of individuals to be transported.
   j. Estimated weight of individuals for air/water evacuation.

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

JHA and Emergency Evacuation Procedures Acknowledgment

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:

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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, and 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.