

U.S. Department of Agriculture Forest Service JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)		1. WORK PROJECT/ACTIVITY Office Workstation	2. LOCATION George Washington and Jefferson National Forests	3. UNIT All Units of the George Washington and Jefferson National Forests
JOB HAZARD ANALYSIS (JHA)		4. NAME(S) OF ANALYST(S) Christopher Maine, Rhonda McGee, Brandon Olinger, Matthew Helt	5. JOB TITLE Recreation Program	6. DATE PREPARED 11 February 2022
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, printer			
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/footrests 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 workstation'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. 	

		<ul style="list-style-type: none"> ● 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. OFFICIAL SIGNATURE	11. TITLE	12. DATE

Previous edition is obsolete

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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 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, 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.

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:

SIGNATURE DATE

SIGNATURE DATE
