

**ROCKY MOUNTAIN NATIONAL PARK
JOB HAZARD ANALYSIS (JHA)**

1. WORK PROJECT OR ACTIVITY: Heart of the Rockies Education Program		2. DATE: 1/30/04	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED
3. LOCATION OF JOB: MPM, Upper Beaver Meadows, Cub Lake, various field sites: Lily Lake, Sprague Lake, Hollowell Park	4. DIVISION: Interpretation		5. BRANCH:
6. NAME OF EMPLOYEE(S) INVOLVED IN ANALYSIS: Mark De Gregorio	7. SUPERVISOR:	8. DIVISION CHIEF:	

9. REQUIRED PERSONAL PROTECTIVE EQUIPMENT: Appropriate all-weather clothing to suit weather
10. REQUIRED TOOLS AND EQUIPMENT: First Aid Kit, hand-held radio
12. TRAINING REQUIREMENTS: First Responder, Wilderness First Responder

13. SEQUENCE OF JOB STEPS	14. POTENTIAL HAZARD	15. HAZARD CONTROL
Program planning; off-site programs	Off-site MVA	Defensive driving tactics
Program development	Lifting program trunks	Proper lifting techniques
On-site program preparation	Lifting program trunks	Assistance from other staff
	Adverse weather	Check forecast; reschedule as necessary
On-site Education Programs	Student misbehavior	Behavior expectation sheet sent to teachers
		Chaperone expectation sheet sent to teachers
		ROMO staff monitor and intervene in inappropriate behavior as necessary
	Participation injuries	Activity appropriate for age/grade level
		Use safe program materials and supplies
		Check program site for environmental hazards

13. SEQUENCE OF JOB STEPS	14. POTENTIAL HAZARD	15. HAZARD CONTROL
On-site Education Programs (cont'd)	Lifting and carrying injuries	Proper lifting and carrying techniques
		Use equipment cart when needed
	Environment and weather	Staff to check forecasts
		Wear appropriate clothing and footwear
		Reschedule and cancel programs as needed
	Structural Fire; Exceeding building facility capacity	Obtain and follow NFPA and UBC guidelines for building occupancy
		Avoid overlapping group reservations at facility. Direct drop-ins to alternative facilities or experiences.
		In the event of smoke or fire, NPS Education Tech takes charge. Directs teachers to gather children leave building through closest exit. Check restrooms on way out.
		Reassemble whole group in a safe outdoor location. Have teachers take role to account for all children

Emergency Evacuation Instructions

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

Be prepared to provide the following information:

- a. Nature of the accident or injury (avoid using the victim's name).
- b. Type of assistance needed, if any (ground, air, or water).
- 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 and 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 Acknowledgement

We, the undersigned Supervisor and employees, acknowledge participation in the development of this JHA and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents.

SUPERVISOR'S SIGNATURE	DATE:
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
EMPLOYEE SIGNATURE	EMPLOYEE SIGNATURE
DIVISION CHIEF'S SIGNATURE	DATE:

JHA Instructions

The JHA shall identify the date(s) the JHA was written, the location of the work project or activity, the Division and Branch writing the JHA, the name of the employee(s) writing the JHA, the name of the employee(s)'s supervisor approving the JHA, and the name of the Division Chief approving the JHA. 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: Self explanatory

Block 6: Name of employee(s) writing the JHA

Block 7: Name of employee(s)'s supervisor approving the JHA

Block 8: Name of the Division Chief approving the JHA

Block 9: List all required Personal Protective Equipment (PPE) identified in Hazard Control section of the JHA.

Block 10: List all the tools and equipment required to perform the work project or activity.

Block 11: List all applicable standards associated with the completion of the work project or activity. (Example: OSHA 1910.134 Respiratory Protection)

Block 12: List specific employee training required to perform the work project or activity.

Block 13: 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 14: Identify all known or suspect hazards associated with each respective task/procedure listed in block 13. For example:

- a. Research past accidents/incidents
- b. Research appropriate literature
- c. Discuss the work project/activity with participants
- d. Observe the work project/activity
- e. A combination of the above

Block 15: Identify appropriate actions to reduce or eliminate the hazards identified in block 14. Abatement measures listed below are the order of the preferred abatement method:

- a. Engineering Controls: The most desirable method of abatement. Examples: Ergonomically designed tools, equipment, and furniture
- b. Substitution: Example: Switching to high flash point, non-toxic solvents
- c. Administrative Controls: Example: Limiting exposure by reducing the work schedule
- d. Personal Protective Equipment (PPE): The least desirable method of abatement. Example: Hearing protection when working with or close to portable machines (chainsaws, rock drills, and portable water pumps)
- e. A combination of above