# POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

| 1. Name (Last, First, MI) (Print or type) | | 2. Prepared By (Last, First, MI) (Print or type) | |
|---|---|---|---|
| 3. Job Series<br>0018 | 4. Job Title<br>Safety Specialist / Safety Manager | | 5. Date (DDMMMYY) |
| 6. Office Symbol | 7. Command | 8. Primary Duty Location | |
| 9. Reviewed by (SOHO) (Last, First, MI) (Print or type) | | 10. Reviewed by (SOHO) (Signature) | |

11. Clearances/Certification Required (Check all that apply)

☐ Diver ☐ Driver's License ☐ Respirator ☐ Crane Operator ☐ CDL ☐ Confined Space Entry

☐ HTRW ☐ First Aid/CPR ☐ EM Ops PRT ☐ Boat Operator ☐ Other (Specify) _____

12. Position Information

| Position Tasks | Safety and/or Occupational Health Hazards | Controls |
|---|---|---|
| Office Work | Eye strain | Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens. |
| | Wrist strain | Ensure computer keyboards are adjusted so that the elbows are at a 90-degree angle and arms and hands are parallel to the floor. Use wrist rests or other support so that wrists are maintained in a neutral position. |
| | Neck/shoulder fatigue | Ensure monitors are properly adjusted so that the top of the screen is slightly below eye level and is between 18 and 28 inches away. |
| | Slips, trips, falls | Use good housekeeping practices. Secure tripping hazards (cords) to floor. |
| | Back strain | Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs. |
| | Electrical shock | Do not re configure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets. |
| Field inspections and investigations | Compressive foot injuries | Wear appropriate safety shoes/boots that meet ANSI Z 41. |
| | Ankle injuries | Wear proper field boots with ankle height of at least 4 inches. |
| | Head injuries | Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas. |
| | Eye injuries | Wear appropriate eye protection as necessary. |
| | Hand injuries | Wear appropriate gloves as necessary. |
| | Exposure to hazardous wastes | Wear appropriate level of protective clothing and equipment. Be knowledgeable of procedures to follow when at hazardous waste sites. |
| | Electrical shock | Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage. |
| | Noise injuries | Wear proper hearing protection devices. |
| | Slips, trips, falls | Use good housekeeping practices. Be observant of walking/working surfaces. |

**NOTE**: Examples of potential hazards are as follows:

**Safety**: Trenching, electrical, slips, trips, fall hazards, etc..

**Chemical**: Solvents, paints, welding fumes, pesticides, etc..

**Physical**: Heat/cold, noise, stress, vibration, radiation, etc..

**Biological**: Bloodborne pathogens, poison ivy, insects, fungi, etc..

## POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

12. Position Information, continued

| Position Tasks | Safety and/or Occupational Health Hazards | Controls |
|---|---|---|
| | Loss of extremities | Wear clothing that will not get caught in machinery. Do not wear jewelry. |
| | Potential fall of over 6 feet | Use positive fall protection. |
| | Cutting, grinding, sawing | Wear appropriate protective clothing (headgear, goggles, hearing protection, gloves, boots, and leg guards). Ensure equipment is properly guarded. |
| | Suspended loads | Do not enter an area within the radius of swing when there is a suspended load. Obey posted warning signs. Be alert for and obey verbal instructions. |
| | Animal/Snake bites | Wear proper field boots or snake chaps. Do not approach animals. Use caution and composure when encountering animals. |
| | Trenches/excavations | Stay out of unsupported trenches. All trenches/excavation shall be evaluated and shored accordingly. Be familiar with egress points and evacuation plan. |
| | Fumes and dust | Ensure proper ventilation and wear respirator if necessary. |
| | Welding burns/flash | Avoid welding operations. When exposure is unavoidable, wear proper clothing, gloves, and safety goggles. |
| | Mobile equipment | Keep alert and out of the way of heavy equipment. |
| | Exposure to the elements | Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses. |
| | Drowning | Wear life vest, know where life saving equipment is located. |
| Travel | Motor vehicle accidents | Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Defensive driver training every 4 years. |
| | Deer and other wildlife strikes | Stay alert, use caution, and drive defensively. |
| | Reduced visibility | Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately. |
| | Slick, snowy, or icy roads | Use studded or chained tires, reduce speed, and increase following distances. |
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12. Position Information, continued

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## POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

12. Position Information, continued

| Equipment to be Used<br>(List equipment to be used for each task) | Training Requirements<br>(List training requirements, including hazard communication) |
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This analysis serves as the hazard assessment required by Sections 01, 05, and 06 of EM 385-1-1, U.S. Army Corps of Engineers Safety and Health Requirements Manual. The employee covered by this analysis has been instructed in the tasks to be performed, the hazards to be encountered, the potential adverse effects of exposure to such hazards and the controls to be used. He/she has received adequate training specifically related to safe work practices, administrative and engineering controls and personal protective equipment (PPE) to be used in order to assure assigned work tasks are conducted in a safe and healthful manner. He/she has demonstrated an understanding of the safety and health equipment and PPE to be used to include its limitations, useful self-life, how to properly don, doff, adjust, and wear required PPE and how to properly care for, inspect, maintain, store, and dispose. Attached is documentation of the training received, dates of such training, and the subject matter taught.

| 13. Supervisor (Signature Date) | 14. Employee (Signature Date) |
|---|---|
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