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 0357	4. Job Title Coding Clerk		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.
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.

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

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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 (List equipment to be used for each task)	Training Requirements (List training requirements, including hazard communication)

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

12. Position Information, continued

Equipment to be Used (List equipment to be used for each task)	Training Requirements (List training requirements, including hazard communication)

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)