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 1101	4. Job Title Realty Clerk, Preventive Maintenance Control Clerk, Forest Resources 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.
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.
	Noise injuries	Wear proper hearing protection devices.
	Slips, trips, falls	Use good housekeeping practices. Be observant of walking/working surfaces.
	Animal/Snake bites	Wear proper field boots or snake chaps. Do not approach animals. Use caution and composure when encountering animals.
	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.
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.

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
	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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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

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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)