

JOB HAZARD ANALYSIS (JHA)		Date:	<input checked="checked" type="checkbox"/> New JHA <input type="checkbox"/> Revised JHA
Park Unit: CABR	Division: Interpretation, Education and Volunteers	Branch:	Location: San Diego, CA
TASK TITLE: Tidepool Tour Guide		JHA Number:	Page ____ of ____
Job Performed By: VIPs, Park and Partner Staff	Analysis By: Pauline Geisler	Supervisor: Pauline Geisler	Approved By: Amanda Gossard
Required Standards and General Notes:	Experienced TPERP volunteer (1+ Years). Interactions with visitors, park staff or other volunteers when picking up backpacks/supplies from Visitor Center/Tidepool Shed. Interactions with tour members and visitors in Tidepools		
Required Training:	TPERP Training, Annual Re-Onboarding of Volunteers, Continuing Education		
Required Personal Protective Equipment:	Long pants (water resistant for low tide shifts), closed toe shoes, volunteer uniform shirt (volunteer uniform shirt provided), wide brimmed hat (volunteer hat provided), volunteer windbreaker (volunteer windbreaker provided) or jacket, sunscreen, sunglasses		
Tools and Equipment:	Hiking Poles, Backpacks (reference materials, first aid kit, gloves, trash bags, hand sanitizer, hand counter, tide calendar), Radios		
Sequence of Job Steps		Potential Hazards	Safe Action or Procedure
1. Working in a changing environment 2. Going into the rocky intertidal environment 3. Walking on or near cliff area and bluffs 4. Being in sun for hours 5. Working in foggy or wet conditions. 6. Walking around intertidal 7. Hiking Coastal Trail to tidepools (up/down stairs, uneven ground) 8. Bending over to look at/for creatures or algae		1. Being caught in intertidal area by rising tide levels 2. Noticeable differences in temperature from terrestrial habitats around the park possible hypothermia 3. Unstable areas, landslides and falling rocks, soil erosion 4. Sun burn, dehydration 5. Decreased visibility due to fog or rain 6. Tripping hazards, injury from falling, sharp objects.	1. Check tide levels and time before entering the area. Be extremely mindful of rising tide levels. Give yourself and tour members enough time to exit rocky intertidal area safely. 2. Wear warm, non-cotton layered clothing for warmth. Expect the intertidal area to be much cooler than the temperatures near the Entrance Station or the Visitor Center. 3. Do not walk or stand on or under cliffs or bluffs. Place footing carefully when moving to or along edge of cliffs. Leave enough space from the edge in case you trip or stumble. 4. Wear sunscreen and broad-rimmed hat. Bring water and take breaks when needed. 5. Use extra caution when moving around. Don't rush tour members through tidepools.

9. Injured wildlife 10. Medical emergencies/injured visitors in tidepool area 11. Multi-tasking by providing verbal information while navigating the coastal and tidepool area 12. Close contact with tour members, other visitors, park staff and/or other volunteers	7. Fatigue and/or fatigue-induced inattention 8. Back strain, knee strain 9. Unpredictable behavior from injured wildlife (seals, sea lions, etc.) 10. Risk of falling, slipping on algae-covered rocks, being caught in intertidal area by rising tide levels 11. Risk of falling, slipping on algae-covered rocks 12. Exposure to illness due to close contact with tour members, visitors, park staff or other volunteers	6. Wear correct foot ware, i.e. secured to toes and heel with maximum traction. 7. Pay careful attention to where stepping, walk slowly, secure all equipment so both hands are free. Hiking poles are available in Tidepool Shed. Quick dry long pants are recommended. 8. Keep knees bent, stand upright and stretch occasionally, take breaks. 9. Do not approach injured wildlife, contact LE ranger, keep visitors away from area. 10. Use caution getting to injured visitor, assess situation, contact LE ranger and give specifics. Be aware of tide levels and time. 11. Slow down or stop when talking to tour members and/or visitors 12. Lessen exposure to illness by maintaining distance and briefly interacting with others.
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JHA - CONTINUATION SHEET		JHA Number: _____	Page _____ of _____
Sequence of Job Steps	Potential Hazards	Safe Action or Procedure	

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JHA - CONTINUATION SHEET		JHA Number:		Page _____ of _____
Text Description of Task When it is Done Safely				
<p>Tidepool Protection, Education and Restoration Program (TPERP) volunteers ensure the protection of the tidepools by educating visitors about the research and conservation efforts of the park. They teach visitors about the rocky intertidal ecosystem and the plants and animals that live there. Volunteers also inform visitors of applicable park regulations, including the Zone 3 and Sea Cave area public closures.</p> <p>Tidepool Tour volunteers may be standing and walking on very slippery and rocky shoreline area. Volunteers are instructed to walk slowly and carefully within this area and to wear appropriate footwear. Doing so will help prevent slips and falls. Hiking poles are available for added stability. Slow down and pay attention to surroundings when interacting with tour members to decrease likelihood of falls/injuries.</p> <p>TPERP volunteers are required to observe all park regulations and act in a safe and responsible manner, setting the example for visitors.</p>				
Authorized Employee Information				
Employee ID	Last Name	First Name	Qualifications/Remarks	

INSTRUCTIONS FOR COMPLETING THE JOB HAZARD ANALYSIS FORM

Job Hazard Analysis (JHA) is an important accident prevention tool that works by informing employees of specific job hazards and protective measures. Set by finding hazards and eliminating or minimizing them *before* the job is performed, JHA is a priority for doing JHA's: jobs that have a history of many incidents, jobs that performed, and *before* they have a chance to become accidents. Use your JSA to identify hazards that have produced disabling injuries, jobs with high potential for disabling injury or for job clarification and hazard awareness, as a guide in new employee training, death, and new jobs with no accident history. Here's how to do each of the for periodic contacts and for retraining of senior employees, as a refresher on three main parts of a Job Hazard Analysis: jobs which run infrequently, as an accident investigation tool, and for

SEQUENCE OF JOB STEPS

Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a *set* of movements. Look at the first *set* of movements used to perform a task, and then determine the next logical *set* of movements. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the conveyor and putting it on a hand truck is one logical set of movements, so it is one job step. Everything is related to that one logical set of movements is part of that job step.

The next logical *set* of movements might be pushing the loaded hand truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand truck to the receiving area might be the final step in this type of job.

Be sure to list *all* the steps in a job. Some steps might not be done each time checking the casters on a hand truck, for example. However, that task is a part of the job as a whole, and should be listed and analyzed.

POTENTIAL HAZARDS

Identify the hazards associated with each step. Examine each step to find and identify hazards – actions, conditions, and possibilities that could lead to an accident.

It's not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.

Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.

It's important to list *all* hazards. Hazards contribute to accidents, injuries, and occupational illnesses.

In order to do part three of a JHA effectively, you must identify potential and existing *hazards*. That's why it's important to distinguish between a hazard, and accident and an injury. Each of these terms has a specific meaning:
HAZARDS – Potential danger. Oil on the floor is a hazard.
ACCIDENT – An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident.
INJURY – The result of an accident. A sprained wrist from the fall would be an injury.

Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the *hazard* for developing recommended actions and safe work procedures.

SAFE ACTION OR PROCEDURE

Using the first two columns as a guide to decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Among the actions that can be taken are, 1) engineering the hazard out; 2) providing personal protective equipment; 3) job instruction training; 4) good housekeeping; and 5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains).

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.

Be specific. Say *exactly* what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements like, "be careful."

Give a recommended action or procedure for *every* hazard.

If the hazard is a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new conditions.