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**National Park Service**

**U.S. Department of the Interior**

**National Capital Parks - East**

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| **Volunteer Job Hazard Analysis (JHA)** |
| **Position:** | Special Events Volunteer | **Division:** | Visitor Service |
| **Work Activity:** | Support large park events | **Prepared by:** | Rebecca George, 8-10-2021 |
| **Supervisor:** | Michael Chambers | **Approved by:** |  |
| **Date of Last Revision:** | 9-14-2021 | **Notes:** | Volunteers will receive a safety talk and be provided with instruction regarding event setup and take down, public engagement, demonstrations, and various other roles.  |
| **TASK/PROCEDURE** | **HAZARDS** | **SAFE JOB PROCEDURES** |
| Parking supervision/guidance   | At risk to injury caused by a vehicle  | * Wear a reflective safety vest.
* Be aware of your surroundings.
* Work from a platform.
* Follow safety guidelines.
* Keep a safe distance from vehicles.
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| Standing for long periods of time | Subject to muscle strain, soreness, lower back, and leg pain | * Takes breaks.
* Sit down when prudent.
* Pace work appropriately.
* Use floor mats.
* Wear comfortable and supportive shoes.
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| Heavy lifting and bending over | Heavy lifting and bending over repeatedly can cause back pain | * Bend at the knees, use legs to lift, rather than your back.
* Don’t overdo it, know limits.
* Get help if something is too heavy or out of reach.
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| Interactions with visitors | Subject to a variety of situations | * Inform visitors of rules, protocol, your role, etc.
* Attempt to diffuse situation and calm visitor down by making them feel heard.
* Ensure visitor that their problem will be considered and/or addressed by park management.
* Call a supervisor to assist if necessary.
* Decide if visitor should be allowed to stay or asked to leave.
* Provide first aid up to your level of training.
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| Exposure to the elements | Extreme exposure to the sun can cause sunburn, dehydration, heat exhaustion, or sunstroke | * Always wear a hat when out in direct sunlight.
* Wear sunscreen and long sleeves.
* Drink plenty of fluids, preferably water.
* Know the signs of sunstroke, dehydration, and heat exhaustion.
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| Working around other people during the Covid-19 pandemic | Contracting and/or spreading Covid-19, particularly if unvaccinated | * Wear a mask.
* Practice social distancing (6 feet) in the workspace.
* Avoid touching your eyes, nose, or mouth.
* Wash hands often with soap and water. Wash your hands for a min. of 20 seconds. Alcohol-based hand sanitizer can be used where soap & water are not readily available.
* Clean & disinfect frequently touched objects and surfaces.
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