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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:** | Green Thumbs Volunteer | **Division:** | Resource Management | |
| **Work Activity:** | Gardening | **Prepared by:** | Rebecca George, 8-10-2021 | |
| **Supervisor:** | Michael Chambers | **Approved by:** |  | |
| **Date of Last Revision:** | 9-14-2021 | **Notes:** | Volunteers will be instructed about safety measures and protocol. Volunteers may use shovels, rakes, gloves etc. for personal protection and to perform duties. | |
| **TASK/PROCEDURE** | | **HAZARDS** | | **SAFE JOB PROCEDURES** |
| Bending over and carrying heavy loads while carrying out gardening tasks (planting, harvesting, weeding, monitoring, etc.) | | Bending over repeatedly can cause back pain, tendonitis, aches, sprains, fatigue. | | * Don’t overdo it, know limits. * Avoid doing repetitive motions for long periods of time and switch off tasks with others. * Carry out warm-up wrist and muscle exercises before beginning. * Lift with your legs and ask for assistance if necessary. |
| Using gardening tools | | Potential for various injuries (blisters, cuts, fatigue, muscle strain, etc.) resulting from use of equipment. | | * Follow given safety protocols. * Maintain a firm grip on tool handles. * Be sure other people are clear before removing tools. * Maintain organized tool racks to prevent falling. * Wear appropriate PPE for tool being used. |
| Working around thorny plants | | At risk of cuts and scrapes | | * Be aware of your surroundings * Wear appropriate PPE for tool being used. * Make sure your tetanus shot is up to date. * Ask for assistance if necessary. |
| Hiking or walking on uneven or slippery surfaces | | Tripping, falling, or losing balance along with subsequent injury could occur. | | * Wear appropriate footgear - sturdy but comfortable shoes or boots. * Care should be taken when crossing uneven or slippery surfaces. * Always wear good quality, thick, cotton or wool socks. * Don’t be preoccupied while walking. * Be aware of your surroundings. |
| Exposure to disease-carrying bugs | | Subject to Lyme disease, rashes, sickness, etc. | | * Wear clothing that covers your arms and legs. * Wear light-colored clothing to help you see if a tick is on you. * Stay out of grassy areas if possible. * Use a chemical repellent with DEET. * Thoroughly check yourself for ticks and other bugs before and after trail maintenance. * If you find a tick, remove it using tweezers. * Wear long pants and tuck them into your socks. |
| 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. |
| 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. |