



National Capital Parks - East

Volunteer Job Hazard Analysis (JHA)			
Position:	Debris Collection, trail maintenance	Division:	Maintenance
Work Activity:	Maintenance	Prepared by:	Rebecca George, 4-1-2024
Supervisor:		Approved by:	
Date of Last Revision:	7-2-2024	Notes:	Volunteers will be instructed about safety measures and protocol. Volunteers may use shovels, rakes, loppers, trash bags, gloves etc., for personal protection and to perform duties.
TASK/PROCEDURE		HAZARDS	SAFE JOB PROCEDURES
Bending over and carrying heavy loads		Bending over repeatedly can cause back pain, tendonitis, aches, sprains, fatigue.	<ul style="list-style-type: none"> • 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.
Collecting litter		Exposure to garbage and litter	<ul style="list-style-type: none"> • Always wear rubber gloves and use trash bags when collecting litter. • Never pick up any litter with bare hands. • Pay particular attention to any litter that has fluids on it, such as blood. • Use extreme care when disposing. • Report any injury, no matter how slight, obtained through removing litter. • Any human waste should be reported to maintenance to remove.
Exposure to the elements		<p>Extreme exposure to the sun can cause sunburn, dehydration, heat exhaustion, or sunstroke.</p> <p>Exposure to cooler temperatures and wind can cause shivering, fatigue, cold hands and fingers, etc.</p>	<ul style="list-style-type: none"> • 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. • Wear several layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent. • Wear mittens or gloves. • Wear a hat. Cover your mouth with a scarf to protect your lungs. • Wear thick socks and sturdy shoes.

<p>Hiking or walking on uneven or slippery surfaces</p>	<p>Tripping, falling, or losing balance along with subsequent injury could occur.</p>	<ul style="list-style-type: none"> • Wear appropriate footwear - 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.
<p>Operating tools (shovel, saw, rake, handsaw, lopper, hammer, etc.)</p>	<p>Potential for various injuries (back and shoulder pain, pinching fingers, blisters, fatigue, muscle strain, etc.) resulting from use of equipment.</p>	<ul style="list-style-type: none"> • 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. • Keep points and blades facing down and tools parallel to the ground. • Wear appropriate PPE for tool being used.
<p>Exposure to disease-carrying bugs</p>	<p>Subject to Lyme disease, rashes, sickness, etc.</p>	<ul style="list-style-type: none"> • 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.
<p>Building and fence upkeep</p>	<p>Injury to oneself or others while operating tools and/or fixing the building or fence.</p>	<ul style="list-style-type: none"> • Be aware of surroundings. • Utilize protective equipment. • Properly utilize tools and follow safety precautions. • Be aware of tripping hazards. • Follow instructions and guidance concerning the repairs.
<p>Painting Eye injury, skin irritation, exposure to paint fumes</p> <ul style="list-style-type: none"> • 	<p>Muscle strain from repetitive motions, reaching awkward positions</p>	<ul style="list-style-type: none"> • Follow given safety protocols. • Wear eye protection to protect eye from splatters. • Wear gloves and a long sleeve shirt to avoid contact with paint. • Avoid bending over area that is being painted. • Shift positions frequently. Perform a reverse stretch (stretch in the opposite direction of the work you are doing. Reverse stretches help the body to return to a neutral position.) • Wash off paint if it gets on your skin. • Rest as needed and know limits. • Bend at the knees, use legs to lift, rather than your back.

		<ul style="list-style-type: none"> • Get help if something is too heavy or out of reach.
Standing for long periods of time	Subject to muscle strain, soreness, lower back, and leg pain	<ul style="list-style-type: none"> • Takes breaks. • Sit down when prudent. • Pace work appropriately. • Use floor mats. • Wear comfortable and supportive shoes.
Removing vegetation	Potential for various injuries including being struck by loose branches stuck in a tree or shrub and wildlife nests (including insects).	<ul style="list-style-type: none"> • Wear appropriate PPE for tool being used (e.g., sturdy shoes/boots, long sleeve clothing, and gloves) • Be aware of your surroundings. Look up, look down, and look around you before removing any vegetation. • Inspect vegetation for hanging branches, nests (birds and insects), and animals before removing vegetation. • When removing vines, cut low to the ground and at shoulder height to create a “window”. Never pull vines of a trees or large shrubs. • When removing large shrubs, start with branches on the edges and make your way forward towards the center. • Use appropriate tool for the job (do not attempt to cut something that is too big for the tool).