



National Capital Parks - East

Volunteer Job Hazard Analysis (JHA)			
Position:	Steward	Division:	Resource Management
Work Activity:	Removing invasive species, working with plants	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, loppers, 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 than 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>Standing for long periods of time</p>	<p>Subject to muscle strain, soreness, lower back, and leg pain</p>	<ul style="list-style-type: none"> • Takes breaks. • Sit down when prudent. • Pace work appropriately. • Use floor mats. • Wear comfortable and supportive shoes.

Working around animals	Potential for injury	<ul style="list-style-type: none"> • Be aware of your surroundings and stay alert. • Follow safety protocols. • Approach animals with caution and remain calm. • Wear personal protective equipment. • Restrain animals properly if necessary. • Have an exit strategy.
Working around thorny plants	At risk of cuts and scrapes	<ul style="list-style-type: none"> • 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.
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).