



Volunteer Job Hazard Analysis (JHA)			
Position:	Interpretation	Division:	Visitor Services
Work Activity:	Education, interpretation	Prepared by:	Rebecca George, 4-1-2024
Supervisor:		Approved by:	
Date of Last Revision:	4-1-2024	Notes:	Volunteers will be instructed about safety measures and protocol and receive training and information regarding historical content, interpretation, and characterization.
TASK/PROCEDURE		HAZARDS	SAFE JOB PROCEDURES
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.
Standing for long periods of time		Subject to muscle strain, soreness, lower back, and leg pain	<ul style="list-style-type: none"> Take breaks. Sit down when prudent. Pace work appropriately. Wear comfortable and supportive shoes.
Heavy lifting and bending over		Heavy lifting and bending over repeatedly can cause back pain	<ul style="list-style-type: none"> 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.
Interactions with visitors		Subject to a variety of situations	<ul style="list-style-type: none"> Inform visitors of rules, protocol, your role, etc. Ensure visitor that their question or problem will be considered and/or addressed by park staff. Attempt to diffuse a situation and calm visitor down by making them feel heard. Call a supervisor for assistance if necessary.

<p>Processing wool</p> <p>Mending and creating clothing</p> <p>Knitting/crocheting</p>	<p>Potential for sprains and strains, fatigue, back problems, etc.</p> <p>Finger and hand injuries from tool use, restrained eyesight/headache</p>	<ul style="list-style-type: none"> • Follow safety instructions. • Wear personal protective equipment. • Take breaks, particularly when completing repetitive motions. • Ensure good lighting. • Wear finger guards. • Follow safety instructions and use tools properly. • Ensure there is good lighting.
<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 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.
<p>Building and maintaining fairy houses</p>	<p>Finger and hand injuries from tool use, restrained eyesight/headache, potential exposure to toxic or hot materials such as paints, glues, sealant, etc.</p>	<ul style="list-style-type: none"> • Wear appropriate protective equipment while crafting. • Ensure craft area is well lit. • Unplug hot glue guns when not in use, and always have a space to set hot tools outside of your workspace to avoid burns. • Do not use potentially toxic paints, glues, or sealants inside of a closed space – ensure proper ventilation is acquired and follow safety precautions listed on the material. • Take frequent break.
<p>Using a computer</p>	<p>Eye and back strain, leg fatigue</p>	<ul style="list-style-type: none"> • Take a stretch and eye break at least every 15 minutes when working on computers. • Make sure that the computer keyboard and monitor are placed at correct heights to avoid wrist, back, and eye strain. • Take scheduled breaks to avoid fatigue. • Have proper lighting for the task and take “motion breaks” and “microbreaks”, also for the eyes by closing them for a few minutes every hour or so.