

Centennial Employee Activity Hazard Analysis (AHA)

Activity/Work Task: Office Work/Traveling To & From Project Sites	Overall Risk Assessment Code (RAC) (Use highest code)					
Project Location:	Risk Assessment Code (RAC) Matrix					
Contract Number:	Severity	Probability				
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely
Prepared by (Name/Title):	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
Reviewed by (Name/Title):	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L
Notes: (Field Notes, Review Comments, etc.) PPE for all activities on site shall include at a minimum: ANSI Z89.1 Hardhat, ANSI Z87.1 safety glasses, leather work shoes or boots, short sleeve (min 4" sleeve) shirt, long pants and gloves meeting ANSI Cut Level A2 and Abrasion Level A2. High visibility vest (minimum class II). Class B First Aid Kit provided on-site. This AHA is required to be reviewed prior to the start of work and updated as necessary to reflect the scope of work and work procedures taking place. Report any unsafe acts or conditions to supervisor.	Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC (See above)					
	"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.				RAC Chart	
	"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible				E = Extremely High Risk	
	Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.				H = High Risk	
					M = Moderate Risk	
				L = Low Risk		
Job Steps	Hazards	Controls			RAC	
1) Office layout and Setup	1) Slips, Trips, Fall, Injury, Illness. Blocking emergency exit doors	1) Emergency exits and passageways must be kept clear and free of any obstructions at all times; Furniture and equipment should be arranged so Chairs and equipment are not stored in walkways; File and desk drawers are not left open in the walkways, and No obstructions are created that blocks the view around corners or partitions. Marked EXIT doors shall be kept clear and maintained at all times. Department of Labor poster and OSHA job protection to be posted. First aid kit, Automated External Defibrillator (AED) and fire extinguisher shall be provided and maintained at conspicuous and unobstructed locations.			L	
2) Using walking/working surfaces around office areas	2) Slips, Trips, Falls	2) Ensure that aisles and passageways are correctly established and clear, no tripping hazards are evident, floors are even, wires are not stretched across aisles or passageways, entrance mats are available and used for wet weather, floors are dry - not slippery, and carpets/rugs are secure. Eliminate clutter which creates a tripping hazard.			L	

3) Using stairways, halls, ramps and storage spaces around office areas	3) Slips, Trips, Falls	3) Ensure there is adequate lighting – suitable for the task. Ramps have a nonslip surface. Stairways are clear-not cluttered. Stair treads are in good condition and uniformly spaced. Handrails are maintained. Hallways are kept clear of equipment and supplies.	L
4) Using bookcases, shelves and cabinets/opening and closing file drawers	4) Injuries from materials tipping and Falling.	4) Ensure that shelves are not overloaded, heavy storage shelves are secured to the wall, heavy storage files are secured from tipping with only one drawer open at a time. Secure cabinet and bookcases to the wall if feasible. Never overload shelves and stack boxes evenly to avoid tipping.	L
5) Using office equipment	5) Cuts, sprains, strains and injuries caused by personnel tripping and falling.	5) Use adequate hand protection when manipulating or using sharp objects. Ensure file drawers are closed when not in use and are not overstuffed. Ensure chairs are in good mechanical condition, fans are guarded and secure from falling paper cutters are equipped with a guard, safe use of paper shredders (keep loose hanging items such as badges, loose clothing, long hair, and ties clear), step stools are used when needed and kept clear of aiseways when not in use. Ensure the proper storage of paper, supplies & other.	L
6) Using electrical equipment	6) Electrical shock, Fires, Equipment damage	6) Ensure machines and equipment are double insulated grounded extension cords - 14/3 or greater and UL listed. Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Have no wires running under carpets. Have the safety department's approval for coffee pots and electric heaters.	L
7) Computer work/station	7) Back Strain, Eye Strain, Repetitive Motion Injury	7) Change work activity often to interrupt repetitions activity or motion. Avoid excessive unnatural or awkward motions such as twisting the arm or wrist and overexertion. Make a conscious effort to avoid incorrect posture. Keyboard location and height are two primary considerations. First, adjust desk and/or chair height to a height where your wrists do not bend and use adjustable keyboard trays that move and tilt. Next, position yourself correctly to the keyboard, not too far or too close, but at a comfortable distance. Mouse placement should be as close as possible to the side of the keyboard to allow you to use it easily and	L

<p>8) Lifting/handling/moving heavy items and equipment/ replacing water bottles.</p>	<p>8) Strains and sprains to the back, arm and shoulders, Hand protection/ injuries, lacerations.</p>	<p>comfortably without too much arm, hand, wrist, or elbow extension. Computer monitor placement should not be too close, too far, too high, or too low. A good distance is about an arm's length away and your eyes should look straight ahead into it. There should be no natural or artificial light reflecting off the screen. Change chair adjustments periodically throughout the day to suit your back. You need a chair that fits you: Correct chair height; the seat; the back support; the Armrests.</p> <p>8) Use mechanical means to lift and move heavy items, use push carts and dolly. Always employ proper lifting techniques and get help with loads that cannot be safely lifted by one person. Wear hand and foot protection to safeguard against crushing and pinching injuries. Hand protection must meet ANSI Cut Level A2 and Abrasion Level A2 shall be always worn or used by all Centennial employees and subcontractors in the field unless expressly excluded in the Activity Hazard Analysis. Hand protection selection and wear shall be based on the manufacturer's criteria for wear and use, proper fit and comfort and the specific hazard potential.</p>	<p>L</p>
<p>9) Reaching items that is elevated</p>	<p>9) Fall hazard</p>	<p>9) Never use inappropriate methods to reach items up high. Do not stand on chairs, use proper foot stool or ladder.</p>	<p>L</p>
<p>10) Falls, inspections at heights.</p>	<p>10) Injuries caused by personnel tripping and falling.</p>	<p>10) All Centennial workers are to be protected from falls. Trigger height is 4'. Keep walkways and paths clear of trip hazards. Always be aware of your surroundings, never expose yourself to a fall hazard. Never use inappropriate methods to reach items up high.</p>	<p>L</p>
<p>11) Using paper cutter (preparing, cutting paper, moving paper cutter)</p>	<p>11) Laceration to fingers or hand; possible amputation of fingers.</p>	<p>11) Avoid contact with blade. Make sure handle is locked down before moving paper cutter. Pick up paper cutter by non-blade edges. Hold paper cutter with blade away from body.</p>	<p>L</p>
<p>12) Operating paper shredder</p>	<p>12) Laceration to fingers and scalp injury hair, jewelry, loose clothing caught in feeder.</p>	<p>12) Never put fingers or objects other than paper (like paper clips or staples) into the shredder feed opening. Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening. Feed paper smoothly into the shredder, not forcing the paper in.</p>	<p>L</p>

<p>13) Using small power tools and extension cords</p>	<p>13) Electric shock</p>	<p>13) Ensure machines and equipment are grounded, extension cords are the 3-wire types, 14/3 or better, UL listed, ensure the plugs & wall outlets are in good condition and circuits are not overloaded. Have no wires running under cabinets and desks. Never use extension cords in place of permanent wiring. If a cord must be used make sure it is properly sized for the voltage and amperage of the equipment. Avoid unnecessary use of adapters and multi-outlet strips. Do not run power cords through door openings, window openings, or under chairs where it may be walked on or pinched. For set-up and operation strictly follow manufacturer's instructions. Unplug and or lockout/tagout any equipment before performing maintenance or repair. Unplug defective electronic equipment and have it repaired or replaced as soon as possible. In addition, tag the defective device with a "Do Not Use" Warning sign until it can be repaired or replaced.</p>	<p>L</p>
<p>14) Stacking boxes and materials</p>	<p>14) Boxes and material falling over</p>	<p>14) Avoid large stacks of heavy materials and ensure to store heavy objects close to the floor and lighter objects up higher.</p>	<p>L</p>
<p>15) Using Paper cutters, letter openers, exacto knives, box knives, utility scrapers, scissors, and paper shredders. (Cutting Hazards), staplers, staple removers, hole-punchers, pens, pencils, thumbtacks, push pins, message spindles.</p>	<p>15) Cut and puncture hazard</p>	<p>15) Use the equipment for its intended purpose, do not improvise. Always use any safety guard on the equipment and keep them in place when the equipment is not in use. close the cutting arm on a paper cutter and activate the armguard).</p>	<p>L</p>
<p>16) Talking on cell phone.</p>	<p>16) Driver distraction; vehicle collision; Slip, trips, same surface falls, etc.</p>	<p>16) Never talk on cell phone when driving. Only use a hand-free device when talking on cell phone or pull over to a safe area. Never text while operating a motor vehicle. Never text call while walking, or on an elevated surface. Never talk on your phone while walking on the project site or on an elevated surface unless safe to do so. Keep away from operating equipment.</p>	<p>L</p>

<p>17) Travel to and from meetings and project sites (personal vehicle, rental car, train-stations, and airports).</p> <p>18) Walking in and around vehicular traffic and mechanized construction equipment.</p> <p>19) Making site visits (project sites)</p>	<p>17) Miscellaneous hazards (vehicle collision, getting lost, theft, injury, etc.)</p> <p>18) Struck by</p> <p>19) Overall site-specific construction hazards</p>	<p>17) Stay alert and ensure the vehicle to be used is in safe working order. Inspect the vehicle prior to use to include but not limited to - tires, lights, motor oil level, brakes and windshield wiper condition. Always plan the trip fully prior to leaving or returning. Drive with the vehicle doors locked. Keep plenty of gasoline in the vehicle's tank. Operate the vehicle in the safest manner road conditions will allow. Observe all traffic laws. Participate in defensive driving. Seat belt must be used at all times. Use caution when in and around airports. Stay in area where there is other people. Use restroom facilities that are located near to public areas. Be aware of people around you. Pack travel baggage/equipment that will not exceed the safe lifting weight (depends on individuals) and use proper lifting techniques.</p> <p>18) Wear high visibility safety vest (minimum class II). Always make eye contact with the equipment operator. Make sure the vehicle driver and/or the equipment operator sees you.</p> <p>19) Review and sign-off the site- specific Activity Hazard Analysis (AHA) for each delivery order.</p>	<p>L</p> <p>L</p> <p>L</p>
<p>Equipment to be Used</p>	<p>Training Requirements/Competent or Qualified Personnel name(s)</p>	<p>Inspection Requirements</p>	
<ul style="list-style-type: none"> • Computer/ workstation • Ladders/stepstool • PPE, hardhat, safety glasses, boots, gloves • Paper cutter, Paper shredder • AED • First Aid Kit • Fire Extinguisher • GFCI • Motor vehicle 	<ul style="list-style-type: none"> • Workstation Safety • Ladder safety • PPE use • Office equipment use • CPR/ FA/ AED • CPR/ FA • Fire extinguisher usage • GFCI usage • Driver's license 	<ul style="list-style-type: none"> • Inspect before use • Inspect before use • Inspect before use • Inspection of PPE before use • Inspect monthly • Inspect weekly and prior to sending to the jobsite • Inspect Monthly • Inspect before use • Inspection of motor vehicle before use 	

