

Golden Gate National Recreation Area <b>Job Hazard Analysis</b>	JOB TITLE: Maintenance VIP Program, Coastal Clean-up Day	ANALYSIS BY: Maintenance VIP Team	REVIEWED BY: Tracy Neal
DATE CREATED: 5/14/2020 DATE REVISED: 6/22/21	JOB DONE BY: Maintenance Volunteers	DIVISION: Maintenance	SUPERVISOR: Tracy Neal
TOOLS AND EQUIPMENT: Includes litter sticks, buckets, gloves, trash bags. Etc.			
REQUIRED PPE FOR ALL TASKS: Gloves, long pants, close-toed shoes. See individual tasks for additional required PPE.			
RECOMMENDED PPE: Long sleeve shirts, hats, safety vests, hand sanitizer. Disposable cloth masks will be available. See individual tasks for additional recommended PPE.			
TASK	POTENTIAL HAZARDS	SAFE ACTION OR PROCEDURE	
Review GO/NO GO self-review prior to leaving home for volunteer work	Illness due to contracting Covid-19, cold or flu	Volunteers and staff complete attached GO/NO GO self-review before attending volunteer events, and not attend if they feel ill.	
Working in variable weather conditions	<ul style="list-style-type: none"> <li>Heat exhaustion/heat stroke</li> <li>Dehydration</li> <li>Sunburn</li> <li>Hypothermia</li> </ul>	<ul style="list-style-type: none"> <li>Take frequent breaks and drink water often</li> <li>Always dress in layers, wear a wide-brimmed hat, and be prepared for both warm and cool conditions</li> <li>If experiencing symptoms of heat stress/stroke, rest in the shade. Call Park Dispatch if symptoms are severe.</li> <li>Recommended: Rain repellent clothing and/or sunscreen as needed</li> </ul>	
Working on variable terrain	<ul style="list-style-type: none"> <li>General slips, trips, and falls</li> <li>Slipping on steep or wet surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Walk carefully and watch where you step, especially when carrying equipment. Walkways and paths can often have ruts and roots that pose tripping hazards.</li> <li>Never carry more weight than you are comfortable with</li> <li>Avoid steep or muddy slopes, especially in wet conditions</li> </ul>	
Working in a natural environment	Poison oak	<ul style="list-style-type: none"> <li>Scan vegetation prior to working for presence of poison oak. If found, mark with flags/cones, and avoid contact.</li> <li>Wash contaminated skin and tools as soon as possible with soap or Tecnu</li> </ul>	
	Thorny or stinging vegetation	<ul style="list-style-type: none"> <li>Avoid contact with these plants. If you must remove one, use a shovel or hand tool to keep it away from your skin.</li> <li>Recommended: leather gloves when working near thistles, blackberries, or other plants with long spines or thorns</li> </ul>	
	Biting and stinging insects	<ul style="list-style-type: none"> <li>Avoid walking in tall grass. Regularly perform "tick checks"</li> <li>If you notice wasps, avoid them and inform park staff/volunteer coordinator. If pursued, run in a zig-zag pattern.</li> </ul>	
	Rattlesnake bites	<ul style="list-style-type: none"> <li>If you see a snake, back up slowly. If you are bitten, seek immediate medical attention.</li> </ul>	
Working in an urban environment	Angry/distressed individuals	<ul style="list-style-type: none"> <li>If a member of the public makes you feel threatened or unsafe, call Park Dispatch for assistance.</li> </ul>	
	Exposure to hypodermic needles	<ul style="list-style-type: none"> <li>Do not reach your hands anywhere you cannot see. Use a litter stick to pick up trash.</li> <li>If you find a needle, mark the location and inform park staff or volunteer coordinator so it may be safely removed.</li> <li><i>Removing hypodermic needles requires specialized training and is not an action permitted for volunteers.</i></li> </ul>	
Working around historical sites and structures	<ul style="list-style-type: none"> <li>Injury due to lack of safety features</li> <li>Deteriorating structures</li> </ul>	<ul style="list-style-type: none"> <li>Keep a safe distance from ledges and stairwells. Be aware of your surroundings at all times.</li> <li>Watch for falling debris, crumbling concrete, and rusty or sharp objects.</li> <li>Do not walk on structures that appear unsafe.</li> </ul>	
Working near a roadway, parking lot, bike path, or walkway	Collisions with vehicles or bicycles	<ul style="list-style-type: none"> <li>Be aware of your surroundings at all times</li> <li>Stay out of the roadway or bicycle path. When crossing, look both ways and use a crosswalk.</li> <li>If working alongside a roadway or path, set out cones and/or signage to ensure a safe work site.</li> <li>Required: high-visibility clothing or safety vest</li> </ul>	
Picking up heavy items	Injury or strain to back or legs	<ul style="list-style-type: none"> <li>Do not pick up more weight than you are comfortable with. Squat down and lift with your legs, not your back.</li> </ul>	
Working with tools	Injury as a result of improper tool use	<ul style="list-style-type: none"> <li>Do not use tools you have not been trained to use. Request training before using a new tool.</li> <li>Ask questions if you are unsure on proper tool use and accept feedback</li> </ul>	
	Trip hazards posed by unattended tools	<ul style="list-style-type: none"> <li>Do not set tools down in roadway, walkway, or anywhere it is hard to see</li> <li>When done with a tool, put back where it was found</li> </ul>	

	Injury from collision with a long-handled tool	<ul style="list-style-type: none"> <li>• Ensure that you are always aware of your surroundings when using long-handled tools</li> <li>• Keep a safe distance from others and hold the tool vertically when turning or when you are not using it</li> </ul>
	Injury resulting from equipment malfunction	<ul style="list-style-type: none"> <li>• Visually check the tool you are using to ensure it is not damaged. If you notice something wrong with a tool, do not use it; mark the tool and set it aside. Inform the volunteer coordinator.</li> </ul>
	Muscle strain or fatigue from repetitive tool use	<ul style="list-style-type: none"> <li>• Take frequent breaks and stretch</li> <li>• Change your motions (i.e. switch hands or sides) and use ergonomic movements</li> </ul>
Hygiene during day	<ul style="list-style-type: none"> <li>• Illness due to contracting Covid-19, cold or flu</li> </ul>	<ul style="list-style-type: none"> <li>• Practice good hygiene before, during and after outdoor activities. Wash hands with soap and water or use hand sanitizers prior to, and after, using shared items such as a water jug and door handles. Wash hands after completing workday.</li> </ul>
Supervising other volunteers	Injury due to inexperienced supervision	<ul style="list-style-type: none"> <li>• Volunteer leader must attend an orientation and training with volunteer coordinator on how to safely lead volunteer groups, including how to share safety information, give direction, supervise volunteers attentively, and provide feedback while working</li> <li>• In the event of an injury, volunteer leader should call Park Dispatch and immediately contact their supervisor</li> </ul>
Additional Notes:	•	•

### “GO / NO GO” Checklist

Each volunteer should complete this checklist prior to leaving home in the morning. The checklist results do not need to be submitted. A “NO” to any question would make the proposed work a “NO GO”. If the situation changes during the course of the workday and a “NO GO” condition arises, work for the day should be suspended immediately.

- Are you comfortable traveling to the park to do this volunteer work?
- Are you experiencing any COVID-19 symptoms? (List of potential COVID-19 symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) CDC symptom webpage (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). Note: this is recommended self-monitoring and results should not be recorded or submitted.
- Are the members of your household currently symptom free (see list of COVID-19 symptoms above)?
- If you are, or live with, a member of a vulnerable population: have you discussed the risks of this work with your doctor and with your volunteer supervisor?
- Do you have adequate supplies of the required PPE or disinfectant materials?
- Do you have a means of communication while working (cell phone and/or park radio)?