

## SCA Job Hazard Assessment Form and Instructions (JHA)

A critical component of a quality risk management program is that it identifies, assesses and manages hazards associated with each job site application.

To be properly implemented and utilized, a job hazard assessment will be viewed as a problem-solving process that identifies hazards associated with the specific tasks of each project. It should not be viewed as bureaucratic “red tape” or a form that “just needs to be filled out.” The hazard assessment process is one of SCA’s primary, proactive method of ensuring that we are working with our agency partners to appropriately manage risk to our members and staff.

The following is a three-step process for assessing and managing hazards. Step **one** is to identify the hazard; step **two** is to describe the hazard and assess the severity, probability, and exposure; step **three** is to identify mitigation strategies to manage the hazard to an acceptable level (identify training, supervision, personal protective equipment and other measures).

### Step 1: Hazard Identification

Attached are a list of common hazards that occur in many of our programs and positions. It is not a comprehensive list, however, and additional hazards may need to be identified. Please mark each hazard that with an “X” that could occur the site in question. List additional hazards in the space provided; if there are more please list them on a separate page and attach to this form.

#### Example 1

#### POTENTIAL WILDLIFE HAZARDS (check all that apply)

- Ticks
- Chiggers
- Sand Fleas
- Spiders
- Scorpions
- Fire Ants
- Other Mosquitoes

### Step 2: Hazard Description & Evaluation

For each hazard marked or listed, describe the hazard in the space provided on the Hazard Assessment Form. Then place a number representative of the severity, probability, and exposure to the listed hazard (*see example 2 below.*)

#### Severity: Potential consequence measured in terms of degree of damage, injury, or impact to the organization

- 1: None or slight – No measurable impact
- 2: Minimal – (mild impact to program quality, equipment, or participants)
- 3: Significant – (localized injuries, minor loss of property)
- 4: Major (single serious injury or multiple participants with moderate injuries, hospitalization is likely required)
- 5: Catastrophic Incident – (multiple serious injuries, fatality)

#### Probability: Potential Likelihood that consequences will occur

- 1: Impossible or very remote chance, under normal conditions
- 2: Unlikely under normal conditions
- 3: 50/50 chance of occurring
- 4: Likely (greater than 50% chance of occurring)
- 5: Very likely or almost certain to occur

#### Exposure: Amount of time multiplied by number of people exposed to a given hazard

1. Very little or below average amount

- 2. Average amount
- 3. Above average amount
- 4. Very high or practically constant exposure

**Step 3: Mitigation Actions**

This step can be described as the action plan for managing the hazard, describe what type of hazard preventions are in place. This can be training, personal protective equipment worn, or supervision, but is not limited to these categories (see attached form.)

*Example 2 – Working in a heavily populated tick area for the entirety of a program, with a brief period of the program in brown bear habitat*

Hazard	Severity	Probability	Exposure	Pre-Mitigation Score	Mitigation
Embedded Ticks	3	3	3	27	Consistent adherence to tick procedure.
Bears – Brown	5	3	2	30	Proper training and education, avoidance, carry pepper spray, proper camping techniques, use bear canisters

**SCA JOB HAZARD ASSESSMENT FORM**

**POTENTIAL HUMAN RELATED HAZARDS (check all that apply)**

- Potential for Violent Crime
- Potential for Theft
- Human Variables
  - Unsafe Persons
  - Gang Activity
  - Illicit Activity
  - Homeless encampments
  - Drunken disorderly
- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**POTENTIAL ENVIRONMENTAL HAZARDS (check all that apply)**

- Structural Instability
- Medical Waste
- Hazardous Waste
- Soil Contamination
- Proximity to Traffic
- Lightning
- Heavy Rains

- Flash Floods
- High Winds
- Cliffs or Rock Falls
- Poisonous Plants
  - Poison Ivy
  - Poison Oak
  - Other: \_\_\_\_\_
- Snow/Avalanches/Glaciers
- Snow/Ice/Glaciers
- Steep Terrain
- Severe Heat
- Severe Cold
- Severe Humidity
- Border Crossing Area
- Altitude
- Other Site Specific Hazards:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**TRANSPORTATION (check all that apply)**

- Van
- Car or Truck
- Public Transportation

- 4-Wheel Drive Vehicle
- Trailer Pulling
- All-Terrain Vehicles (ATV's)
- Aircraft
- Watercraft
  - Boat Type/Size: \_\_\_\_\_
  - Kayaks
  - Rafts
  - Canoes

**POTENTIAL WILDLIFE HAZARDS  
(check all that apply)**

- Bears
  - Black bear
  - Brown bear
- Venomous snakes
- Ticks
- Chiggers
- Sand Fleas
- Spiders
- Scorpions
- Fire Ants
- Wild Boar
- Alligators
- Mountain Lions
- Horses/Pack Animals
- Bees/Wasps/Hornets
- Other: \_\_\_\_\_

**TOOLS AND EQUIPMENT (check all that apply)**

- Power Weed Eaters/Brush Cutters
- Chainsaw (or other logging equipment)
- Power Hand Tools
- Hand Held Circular Saws (e.g., skill saws)

- Rigging Equipment (pulleys, grip hoists, come-along, etc.)
- Are there other tools that may pose a hazard to the operator?  
\_\_\_\_\_

**TOOLS AND EQUIPMENT (check all that apply)**

*Heavy Equipment*

- Loaders (e.g., Bobcat)
- Chippers
- Heavy Construction/Excavation Equipment
- Other

*Hazardous Materials Handling*

- Pesticide/Herbicide Application
- Stove Fuel (propane, white gas)
- Other

**FIREARMS AND SELF DEFENSE DEVICES (check all that apply)**

- Shotgun
- Rifle
- Sidearm
- Pepper Spray

**ADDITIONAL ACTIVITIES (check all that apply)**

- Hiking
- Swimming
- Snorkeling
- Diving
- Rock Climbing
- Horseback Riding
- Caving/Spelunking
- Snow Sport Activities
- Bicycling
- \_\_\_\_\_

**SCA Job Hazard Assessment Scoring**

Program staff should use the following chart to score the SCA Job Hazard Assessment for work/project sites and programs, and determine project suitability.

Post Mitigation Hazard Assessment Total (P x S x E)	Action to be taken
1-19	All clear to proceed with project, using normal precautions and situational awareness
20-39	Is it possible to mitigate the hazards more effectively? Consult with agency partner or supervisor
40-59	Approval by Operations Director or RPD required to continue; Consult with risk management department for help if needed
60-100	Do not proceed with this project or program

