

Activity Hazard Analysis (AHA)

Activity/Work Task:	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.)	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	
					H = 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.				M = Moderate Risk	
		L = Low Risk				
Job Steps	Hazards	Controls			RAC	
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements				

The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person's

01.A.13 Contractor-Required AHA. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform the work, the Contractor(s) performing that work activity shall prepare an AHA. > *See Figure 1-2 for an outline of an AHA. An electronic version AHA may be found on the HQUSACE Safety Office Website.*

a. AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.

b. Work shall not begin until the AHA for the work activity has been accepted by the GDA and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.

c. The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by OSHA and this manual) shall be identified and included in the AHA. Proof of their competency/qualification shall be submitted to the GDA for acceptance prior to the start of that work activity.

d. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).

(1) If more than one Competent/Qualified Person is used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed must be Competent/Qualified for the type of work involved in the AHA and familiar with current site safety issues.

(2) If a new Competent/Qualified Person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he or she has reviewed the AHA and is familiar with current site safety issues.

**MACHINERY AND MOBILE EQUIPMENT
(BACKHOES, DOZERS, SCRAPERS, EXCAVATORS, LIFT TRUCKS, etc.)**

Contract Name and Number:	Contractor/Subcontractor:
Government QA:	Location:
Contractor Inspector:	Date:

Equipment name and number:

Complete one checklist for each piece of equipment.	Yes	No	N/A
1. Is the slow moving emblem used on all vehicles which by design move at 25 mph or less on public roads? (08.A.05m)			
2. Are initial and daily/shift inspection records available? (16.A.01 and .02)			
3. When machinery or equipment is found to be unsafe or when a deficiency which affects the safe operation of equipment is observed, is the equipment immediately taken out of service and its use prohibited until unsafe conditions have been corrected? (16.A.03)			
4. Is machinery or equipment operated only by designated qualified personnel? (16.A.04)			
5. Have inspections or determinations of road conditions and structures been made in advance to assure that clearances and load capacities are safe for the passage or placing any machinery or equipment? (16.A.06)			
6. Are seats or equal protection provided for each person required to ride on the equipment? (16.A.07a)			
7. Is equipment operating on streets and highways equipped with headlights, taillights, brake lights, back light, and turn signals (visible from front and rear)? (16.A.07b)			
8. Is all equipment equipped with operable windshield wipers, and defrosting or defogging equipment? (16.A.07c)			
9. Does the unit have an emergency brake which will automatically stop the equipment upon brake failure? Is this system manually operable from the driver's position? (16.A.07d)			
10. Is all maintenance (including preventive maintenance) and repairs done in accordance with the manufacturer's recommendations and is it documented? (16.A.08a)			
11. Has bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment been fully lowered or blocked when being repair or when not in use? (16.A.09)			
12. Has adequate ventilation been provided when equipment powered by internal combustion engines is operating in enclosed areas? (16.A.12)			
13. Are all vehicles which will be parked or moving slower than normal traffic on haul roads equipped with a yellow flashing light or flasher visible from all directions? (16.A.13)			
14. Is all mechanized equipment shut down before and during refueling? (16.A.15)			
15. Are all towing devices used on any combination of equipment structurally adequate for the weight drawn and securely mounted? (16.A.16)			
16. Have the wheels been chocked or track mechanisms blocked and the parking brake set when equipment is parked on an incline? (16.A.18)			
17. Are only trained and authorized operators permitted to operate a powered-industrial truck? (16.A.24)			
18. Is training documented, certified and provided in accordance with OSHA 29 CFR 1910.178			
19. Are personnel prohibited from working in, or passing under or ride in the buckets or booms of loaders in operation? (16.A.24)			
20. Does the unit have a dry chemical or carbon-dioxide fire extinguisher with a minimum rating of 5-B:C? (16.A.34)			
21. Is there an effective, working reverse alarm? (16.B.01)			
22. Is there a signalperson or warning device when there is a danger to persons from moving equipment, swinging loads, buckets, booms, etc.? (16.B.02)			
23. Are all belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts guarded? (16.B.03a)			

MACHINERY AND MOBILE EQUIPMENT (con.)	Yes	No	N/A
24. Is protection against hot surfaces, exhausts, etc., provided? (16.B.03b)			
25. Are platforms, footwalks, steps, handholds, guardrails, and toeboards designed, constructed, and installed on machinery and equipment to provide safe footing and accessways? (16.B.03d)			
26. Are fuel tanks located in a manner to prevent spills or overflows from running onto engine exhaust or electrical equipment? (16.B.04)			
27. Are exhaust or discharges from equipment directed so they do not endanger persons or obstruct operator vision? (16.B.05)			
28. Are seatbelts installed and worn in all motor vehicles? (16.B.08)			
29. Is protection (grills, canopies, screens) provided to shield operator from falling or flying objects? (16.B.10 and .11)			
30. Is roll over protection provided? (16.B.12)			
31. Has machinery or mechanized equipment been inspected and tested in accordance with manufacturer's recommendations and requirements of EM-385? (16.A 01)			
32. Does the Prime Contractor have record of tests and inspection?			
Comments:			
Competent Person Signature _____		DATE OF INSPECTION _____	

This checklist is based on EM 385-1-1, dated 3 November 2003. Use of this checklist is optional. JMH



Bldg. 311-2

DEPARTMENT OF THE NAVY			NAVAL FACILITY ENGINEERING COMMAND		
NAVAL SUPPORT STATION			MECHANICSBURG, PA		
Bldg. 311-2 WSS					
15-M-7610					
SCALE:	Date	SHEET 1 OF 1			

COMPANY NAME:

NAVAL SUPPORT ACTIVITY MECHANICSBURG PERSONNEL INFORMATION FOR VISITOR ACCESS

INSTRUCTIONS: Fill out form completely (Print/Type – MUST BE LEGIBLE)
Submit by email to: Visitor Control Center NSAMECHVISMSG@navy.mil

ALL REQUESTS SHOULD BE SUBMITTED AT LEAST 5 WORKING DAYS PRIOR TO VISIT

COMPANY NAME / ADDRESS

Company name and address

<u>LAST NAME</u>	<u>FIRST NAME, MIDDLE INITIAL</u>	<u>DATE OF BIRTH (MM/DD/YYYY)</u>	<u>IS THIS PERSON A U. S. CITIZEN? IF NO, PLEASE PROVIDE PLACE OF BIRTH</u>	1) <u>PA DRIVERS LICENSE NUMBER</u> or 2) <u>PA STATE ISSUED ID to include: PHOTO ID NUMBER, EXPIRATION DATE AND TYPE OF IDENTIFICATION.</u> <small>(If other than Pennsylvania, please include the State of</small>	<u>DATE(S) OF REQUESTED ACCESS (MM/DD/YYYY) to (MM/DD/YYYY)</u>
			YES		
<u>GOV'T SPONSOR'S NAME (PRINTED)</u>	<u>COMMAND/CODE</u>		<u>PHONE</u>	<u>DATE</u>	
Darren Valentine	NAVFAC FSC PWD-PA		717-605-8085		

NOTE: ALL PERSONS ENTERING NSA MECHANICSBURG MUST HAVE PHOTO IDENTIFICATION IN THEIR POSSESSION.

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