

Contractor Risk Management Process AHA's (01.A.14)

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
Reviewed by (Name/Title):			Critical	E	H	H	M	L
		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)				RAC Chart		
		Probability: likelihood the activity will cause a Mishap, (near miss, incident or accident) Frequent, Likely, Occasional, Seldom, or Unlikely				E = Extremely High Risk		
		Severity: the outcome if a mishap occurred. Identify as Catastrophic, Critical, Marginal, or Negligible				H = High Risk		
		Step 2: Identify the RAC (probability vs 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		
1. 2.	1. 2.	1. 2.				1. 2.		

EM 385 01.A.14 (4) c Work will not begin until the AHA with RAC 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.

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Equipment to be Used	Training Requirements and Competent or Qualified Personnel name(s)	Inspection Requirements	RAC

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Instructions for completing Contractor Activity Hazard Analysis

1. **Activity/Work Task** – Insert work/task this AHA is written for i.e. excavation, scaffold building, foundation preparation 2,
2. **Project Location** – Insert project location and name of PWD, FEAD, ROICC
3. **Enter contract number**
4. **Enter date AHA was prepared**
5. **Enter Name and Title of person preparing AHA**
6. **Enter Name and Title of person reviewing AHA**
7. **Enter any field comments, review notes**
8. **Step 1: Review each “Hazard” with identified safety “Controls” and determine RAC**
9. **Step 2: Identify the RAC (probability vs severity) as E, H, M, or L for each “Hazard” on AHA. Annotate the overall highest RAC at the top of AHA**
10. **Job steps is the complete sequence of work, not general statements to complete the entire activity**
17. **Hazards is the known safety risks associated with completing the task**
18. **Controls is the safety measures in place to reduce the hazard to the lowest level possible**
19. **Risk Assessment code is where Severity and Probability intersect, place that letter E, H, M, or L in the RAC column**
20. **List all equipment to be used to complete this activity i.e. crane, backhoe, vehicle, all heavy equipment**
21. **List the training requirements required by EM 385, Safety Spec 01356 or OSHA that apply to this task.**
 - List competent person(s) required for specific tasks in EM 385 or OSHA
 - List qualified person(s) required for specific tasks in EM 385 or OSHA
 - List CPR/First Aid training and qualification dates
22. **List all inspection requirements of EM 385, Governmental Safety Requirements Specifications or OSHA 29 CFR 1926**

EM 385 NOTES:

AHA’s are intended to be developed and used by the field crews/workers performing the work, with the assistance of others (SSHO, QC, Superintendent, etc.) as needed. The initial, accepted AHA shall be provided to and used by the field crews/workers that are performing that activity. AHAs are to be considered living documents and are intended to be created in the field and updated by the workers as needed.

Workers/crews shall have in their possession the current AHA that reflects current site conditions, personnel, equipment, control measures, etc. while the work is being performed.

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