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**National Park Service**

**U.S. Department of the Interior**

**National Capital Parks - East**

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| **Volunteer Job Hazard Analysis (JHA)** |
| **Position:** | Educational Support Team | **Division:** | Education Department |
| **Work Activity:** | Leading Educational Programs | **Prepared by:** | Kaylin Beach, 1-13-2022 |
| **Supervisor:** | Michael Chambers | **Approved by:** |  |
| **Date of Last Revision:** | 1-13-2022 | **Notes:** | Volunteers will receive a safety talk and be provided with instruction concerning public engagement, roles and responsibilities, relevant information, etc. |
| **TASK/PROCEDURE** | **HAZARDS** | **SAFE JOB PROCEDURES** |
| Standing for long periods of time | Subject to muscle strain, soreness, lower back, and leg pain | * Take breaks.
* Sit down when prudent.
* Pace work appropriately.
* Use floor mats.
* Wear comfortable and supportive shoes
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| Interactions with visitors | Subject to a variety of situations | * Inform visitors of rules, protocol, your role, etc.
* Attempt to diffuse a situation and calm visitor down by making them feel heard.
* Ensure visitor that their problem will be considered and/or addressed by park management.
* Call a supervisor to assist if necessary.
* Decide if visitor should be allowed to stay or asked to leave.
* Provide first aid up to your level of training.
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| Exposure to the elements | Extreme exposure to the sun can cause sunburn, dehydration, heat exhaustion, or sunstroke  | * Always wear a hat when out in direct sunlight.
* Wear sunscreen and long sleeves.
* Drink plenty of fluids, preferably water.
* Know the signs of sunstroke, dehydration, and heat exhaustion.
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| Hiking or walking on uneven or slippery surfaces  | Tripping, falling, or losing balance along with subsequent injury could occur. | * Wear appropriate footgear - sturdy but comfortable shoes or boots.
* Care should be taken when crossing uneven or slippery surfaces.
* Always wear good quality, thick, cotton or wool socks.
* Don’t be preoccupied while walking.
* Be aware of your surroundings.
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| Working around other people during the Covid-19 pandemic | Contracting and/or spreading Covid-19, particularly if unvaccinated  | * Wear a mask.
* Practice social distancing (6 feet) in the workspace.
* Avoid touching your eyes, nose, or mouth.
* Wash hands often with soap and water. Wash your hands for a min. of 20 seconds. Alcohol-based hand sanitizer can be used where soap & water are not readily available.
* Clean & disinfect frequently touched objects and surfaces.
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