



INTERNATIONAL BOUNDARY & WATER COMMISSION

ACTIVITY HAZARD ANALYSIS INSTRUCTIONS

The Activity Hazard Analysis (AHA) form is provided in two parts. For every AHA, complete a single version of Part 1. Then complete a Part 2 for every job step. There may be anywhere from five to 15 job steps in an AHA task.

Print all items to pdf and combine into a single document before submitting to COR.

A definable feature of work (DFOW) is a task that is separate and distinct from other tasks, has separate quality control requirements, and is continuous in location of work. It could be identified by different trades or disciplines or it could be work by the same trade in a different environment. AHAs shall be developed for each DFOW and **shall be specific to the work being performed on this project**. AHAs shall be submitted and compliance confirmed before a preparatory phase meeting for work on the associated DFOW.

AHAs shall be updated whenever better working practices or additional hazards are identified. The AHA shall be reviewed and modified as necessary to address changing site conditions, changing work crews, changing subcontractors, changing operations, or change of competent/qualified person(s). The AHA shall be reviewed, and modified if necessary, after any mishap.

Part 1

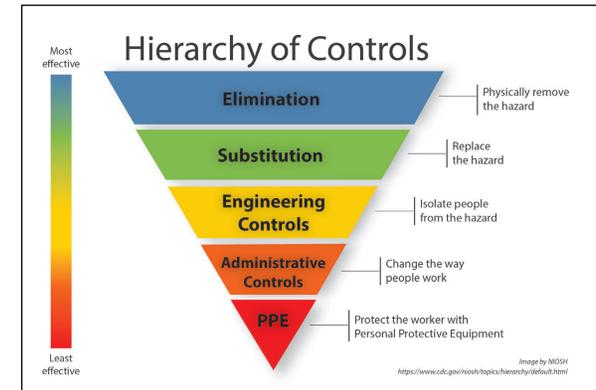
1. Enter AHA and project information.
2. Subcontractors may create AHAs but all project AHAs shall be reviewed by project SSHO or Contractor's corporate safety officer.
3. Common personal protective equipment (PPE) is listed. Modify as necessary for your DFOW.
4. Provide the names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by OSHA and USACE's EM 385-1-1). Proof of their qualifications and project authority shall be submitted to the COR for acceptance prior to the start of that work activity. Do not include these items with the AHA.
 - a. "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. (29 CFR 1926.32(f))
 - b. "Qualified" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated ability to solve or resolve problems relating to the subject matter, the work, or the project. (29 CFR 1926.32(l))
5. List all equipment to be used in the work activity.
6. List all training requirements related to this DFOW.
7. List all inspection requirements. When listing inspections, indicate with a (D), (W), or (M) after the inspection title to indicate if the inspection is to be performed daily, weekly, or monthly. If another inspection interval is used, define it in the last line of the Inspection Requirements. For example, (S) = each shift or (J) = each job.

Part 2

For every job step in an AHA, list the specific hazards and related mitigation control measures.

Do not lump all hazards and mitigation control measures together. All control measures are related to specific potential hazards and all potential hazards are related to a specific job step.

1. Break the DFOW into Job Steps that are required to complete the work sequence for this project. Ensure that data provided is specific to this project.
2. Put each job step on its own 'Part 2' page.
3. Describe the Job Step.
4. Break out the Potential Hazards for each Job Step. Put each Potential Hazard in its own cell. The form template contains spots for ten Potential Hazards. Split cells if more are required. Do not lump hazards together.
5. For each Potential Hazard, list the Control Measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk. Do not lump all control measures together. Align them with the specific potential hazard that they mitigate.



Common DFOW include:

- Backfill
- Clearing and grubbing or site preparation
- Concrete forming
- Concrete placement
- Concrete reinforcement installation
- Brick siding
- Demolition
- Dewatering
- Drilled piers
- Electrical
- Excavation
- Fencing
- Flooring
- Framing
- Geophysical survey
- Geotechnical testing
- Install BMPs
- Install guardrails
- Install handrails
- Install precast concrete
- Install sheet piling
- Install signs
- Install slide gates
- Install vehicle gates
- Lead remediation
- Mobilization
- Painting
- Placement of riprap
- Placement of roadway gravel
- Placement of topsoil
- Plumbing
- Refueling or refueling/mechanic
- Revegetation/seedling
- Roofing
- Sheet piling
- Site cleanup & demobilization
- Site security
- Slurry walls
- Soil and groundwater sampling
- Stucco
- Subsurface utility survey
- Surveying
- Vegetation maintenance

Examples of activities that require Competent or Qualified Persons:

- Blasting
- Confined space entry
- Cranes/lifts
- Cumulative trauma disorder prevention
- Demolition
- Diving
- Drill rig
- Excavation
- Fall protection
- Falling debris
- Floating platforms
- Hazardous or toxic agents and environments
- Indoor air quality
- Machinery/mechanized equipment
- Mold
- Rescuer
- Rigging
- Rope access
- Scaffolding
- Signal person



INTERNATIONAL BOUNDARY & WATER COMMISSION
ACTIVITY HAZARD ANALYSIS

AHA Title: Surveying New Revised AHA Number: 006
 Project: Make Believe Levee Work Contract Number: 191BWC99C9999
 Contractor: ABC Excavation, Inc. Date: December 12, 2022
 Location of Work: Doña Ana County, NM
 Definable Feature of Work (DFOW): Surveying project

AHA Prepared By: John Smith Safety Officer Sunrise Surveying
NAME TITLE COMPANY
 AHA Reviewed By: John Murphy SSHO ABC Excavation
NAME TITLE COMPANY

Required Personal Protective Equipment

- High Visibility Apparel
- Safety Toed Boots
- Hard Hat
- Safety Glasses
- _____
- _____
- _____
- _____
- _____
- _____

Competent Person (CP)/Qualified Person (QP)

CP	QP	Activity Requiring CP/QP	Assigned CP/QP
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Notes:
 Check in with project manager prior to each day's shift to determine if any hazards or site conditions have changed.

ACTIVITY HAZARD ANALYSIS

Make Believe Levee Work

Surveying - 006

191BWC99C9999

Equipment Used in Work Activity	Training Requirements	Inspection Requirements
<ul style="list-style-type: none">• Tripod• Total Station• RTK rover• GPS antenna• Level and rod• ATV• Shovels, hammers, lath, hubs, nails, spray paint, and other small tools	<ul style="list-style-type: none">• ATV driving class• Site safety orientation• Training in proper donning and use of PPE• Review of hand and power tools• Fire safety• HazCom/SDS• Valid driver's license	<ul style="list-style-type: none">• AHA review (J)• Inspect all equipment before and after use to any faulty or broken parts are noted (D)• PPE (D)• ATV ensuring properly maintained, in good working order, and owner's manual with vehicle (D) <p>(J) = job/project</p>

AHA Title: Surveying Job Step Number: 1 AHA Number: 006
 Project: Make Believe Levee Work Contract Number: 191BWC99C9999

Basic Job Steps	Potential Hazards	Control Measures
Inspect Tools & Equipment	Pinch points	<ul style="list-style-type: none"> • Keep hands and feet away from pinch points • Stay alert to the position of your hands and feet when picking up objects
	Tool/equipment failure	<ul style="list-style-type: none"> • Inspect tools and equipment thoroughly noting condition of handles and grips • Look for cracks, wear, and operational integrity
	Sharp objects	<ul style="list-style-type: none"> • Use gloves whenever handling sharp objects • Look before placing your hands on any items
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •

AHA Title: Surveying Job Step Number: 2 AHA Number: 006
 Project: Make Believe Levee Work Contract Number: 191BWC99C9999

Basic Job Steps	Potential Hazards	Control Measures
Loading up equipment into vehicles	Pinch points	<ul style="list-style-type: none"> • Keep hands and feet away from pinch points • Stay alert to the position of your hands and feet when picking up objects
	Strains and sprains	<ul style="list-style-type: none"> • When carrying equipment, keep feet clear while placing equipment down • Use safe lifting techniques
	Splinters	<ul style="list-style-type: none"> • Use gloves when picking up wood items • When picking up laths or stake hubs, grab from the plastic wrap or avoid scraping hand through wood
	Shifting loads	<ul style="list-style-type: none"> • Ensure that items loaded will not shift or fall off while driving
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 	

AHA Title: Surveying Job Step Number: 3 AHA Number: 006
 Project: Make Believe Levee Work Contract Number: 191BWC99C9999

Basic Job Steps	Potential Hazards	Control Measures
Driving	Vehicle on vehicle collisions	<ul style="list-style-type: none"> • Follow proper road rules such as speed limits and stop signs/traffic lights • Avoid using cell phone or other distractions while driving • Place full attention to road and driving
	Hitting unseen hazards	<ul style="list-style-type: none"> • Avoid driving through areas where safe travel is not visible • Use ground guide whenever backing or driving into an area that visibility is limited
	Striking others	<ul style="list-style-type: none"> • Avoid using cell phone or other distractions while driving • Place full attention to road and driving
	Falling off vehicle	<ul style="list-style-type: none"> • Do not driving while another individual is in the bed of the vehicle • Do not driving if someone is hanging from vehicle • Only drive is everyone in vehicle is sitting on a proper seat and has seat belts fastened
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •

AHA Title: Surveying Job Step Number: 4 AHA Number: 006
 Project: Make Believe Levee Work Contract Number: 191BWC99C9999

Basic Job Steps	Potential Hazards	Control Measures
Walking on jobsite	Strains and sprains	<ul style="list-style-type: none"> • Be mindful of where stepping • Use proper footing
	Falling	<ul style="list-style-type: none"> • Do not jump over canals or ditches. Go around or use bridges. • Place feet on steady ground
	Stung by insect	<ul style="list-style-type: none"> • Check area that may have been stung and monitor for evidence of poison or allergic reaction. • Contact SSHO • Seek medical care if body area worsens • Call 911 if breathing becomes impaired
	Bitten by animal	<ul style="list-style-type: none"> • Contact SSHO • Monitor bite for evidence of poison or allergic reaction • Seek medical care if body area worsens • Call 911 if breathing becomes impaired
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •