

POSITION HAZARD ANALYSIS

JOB SERIES: 5003	JOB TITLE: Gardener		
EMPLOYEE NAME (Please Print):		OFFICE SYMBOL:	
EMPLOYEE SIGNATURE:			DATE:
ANALYZED BY (Immediate Supervisor):			DATE:
REVIEWED BY (Safety Office):			DATE:

	YES	NO
Is employee in the Medical Surveillance Program?	<input type="checkbox"/>	<input type="checkbox"/>
Is employee required to wear personal protective equipment (i.e., safety boots or glasses, respirators, hearing protection, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Does employee require safety training (i.e., HTRW, confined space, HAZCOM, respirator, electrical, hearing)?	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITY	LOCATION	HAZARD	CONTROLS
Grounds Maintenance		Compressive foot injuries	Wear appropriate safety shoes/boots that meet ANSI Z 41.
		Ankle injuries	Wear proper field boots with ankle height of at least 4 inches.
		Head injuries	Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas.
		Eye injuries	Wear appropriate eye protection as necessary.
		Hand injuries	Wear appropriate gloves as necessary.
		Electrical shock	Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage.
		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.
		Noise	Wear proper hearing protection devices.
		Slips/trips/falls	Use good housekeeping practices. Be observant of walking/working surfaces.
		Falling on slippery or rugged terrain	Wear proper field boots and be observant of terrain. Use safety lines when necessary.
		Loss of extremities	Wear clothing that will not get caught in machinery. Do not wear jewelry.
		Working over water	Wear lifeline and harness, and life jacket.
		Potential fall of over 6 feet	Use positive fall protection.
		Hazardous/flammable chemicals	Obey manufacturer's handling, storage, and use recommendations. Read Material Safety Data Sheet for specific hazards before use.
		Moving equipment	Keep alert and out of the way of heavy equipment.
	Snake bites	Wear proper field boots or snake chaps. Do not harass/kill snakes.	
	Animal bites	Wear proper clothing. Do not approach animals. Use caution and composure when encountering animals.	

ACTIVITY	LOCATION	HAZARD	CONTROLS
Travel	City, Highway and Secondary roads	Insect bites and stings	Knowledge and avoidance of such insects. Caution and knowledge of any allergies to such bites or stings. Do not wear perfume or cologne. Know where to obtain first aid.
		Poisonous plants	Knowledge and avoidance of such plants. Wash after contact.
		Exposure to the elements	Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.
		Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Complete defensive driver training once every 4 years.
		Uneven surfaces	Reduce speed appropriately.
		Deer and other wildlife	Stay alert, use caution, and drive defensively.
		Dust	Drive with windows closed.
		Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.
		Slick, snowy, or icy roads	Use studded or chained tires, reduce speed, and increase following distances.
	Commercial travel	Airlines	Obey safety rules on common carrier transportation.