

Appendix F—Sample Job Hazard Analysis for Work Capacity Tests

1. WORK PROJECT/ACTIVITY		2. LOCATION	3. UNIT
U.S. Department of Agriculture Forest Service	Work Capacity Tests (WCT)	National Forest	Ranger District
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)	4. NAME OF ANALYST	5. JOB TITLE	6. DATE PREPARED
		AFMO	01-23-2003
7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS	
FIRE FIGHTER WORK CAPACITY TESTING	PHYSICAL EXERTION	Engineering Controls * Substitution * Administrative Controls * PPE 1. Follow test guidelines and procedures as found in the WCT Test Administrator's Guide 2003 edition and the January 2003 Implementation Guide. A Certified WCT Administrator shall conduct each WCT. 2. Provide prospective test participants' information about the specific test required and how to prepare for it at least 4 weeks ahead of time. 3. Prospective test participants shall complete the <i>Health Screening Questionnaire</i> to evaluate their suitability for training for and taking the WCT. A physical exam is required based on the March 26, 2001 letter and conditioning will not occur until after a review by a medical authority. No testing or training is allowed prior to medical review of the HSA. Participant shall only take that test necessary for their red-carded position 4. Brief test participants about the test just prior to testing. Answer any questions concerning the requirements and expectations of the tests. Inform test subjects to discontinue the test and seek assistance from a test administrator posted along the course if they begin to experience adverse discomfort or illness during the test. 5. Provide prospective test participants official time (3 hours per week) for fitness training where policy permits. 6. Schedule test when environmental conditions are most favorable. 7. Test administrators shall monitor test participants for signs of stress and fatigue during and after execution of the test. 8. Terminate testing for participants struggling to carry the pack or maintain an adequate pace that would ensure a safe and successful completion of the test. 9. A certified EMT will be on site with appropriate equipment during testing. 10. Have current medivac plan in place and ensure test administrators know how to activate it. Use guidelines on last page of JHA. 11. Ensure test participants do not exceed a walking pace. (No jogging). 12. Ensure test participants are properly hydrated. 13. WCT participants must be visible 100% of the time while on the course.	

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		STRAINS AND SPRAINS		1. Provide information to test participants describing how to train for tests at least 4 weeks prior to the test. 2. Provide time intervals at posted distances to help test participants adjust walking pace if needed. 3. Ensure test participants have comfortable footwear and socks that provide adequate support and protection to the feet and ankles. 4. Give test participants time to properly adjust packs for comfort and positioning prior to beginning the test. 5. Allow adequate time for test participants to warm up and stretch prior to beginning the test. 6. Make sure test participants do not exceed a walking pace. 7. Have test participants cool down properly and stretch after the test.			
		HEAT STRESS		1. Ensure test administrators understand the effects of exercising in heat extremes and can recognize the signs and symptoms of heat stress and know how to assist participants if necessary. 2. Schedule tests during favorable environmental conditions. Use the Heat Stress Chart found on page (29) of <i>Fitness and Work Capacity</i> and in figure 4 of the <i>Work Capacity Test Administrator's Guide</i> (March 2003). 3. Inform prospective test participants to dress for ambient conditions. Include this information in the pre-test briefing. 4. Ensure prospective test participants are aware of the need for acclimatization. 5. Test administrators shall include heat stress information in the pre-test briefing. 6. Provide water at key points along the test course as necessary. 7. Test administrators shall monitor all test participants for signs and symptoms of heat stress and be prepared to provide assistance.			
		COLD EXTREMES		1. Ensure test administrators can recognize the signs and symptoms of frostbite and hypothermia and understand how to prevent and treat cold injuries. 2. Inform prospective test participants of the need to dress for ambient conditions. Include this information in the pre-test briefing. 3. Locate an indoor facility suitable for testing if outside conditions warrant. 4. Postpone testing if adverse conditions exist.			
		SLIPPERY COURSE CONDITIONS		1. Locate suitable test route with a walking surface free of hazards. 2. Postpone testing if hazards cannot be eliminated. 3. Test participants shall wear footwear with good support and traction.			

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		TRAFFIC		1. Select a course route with no motor vehicle conflicts. 2. Arrange for traffic control to eliminate or abate recognized traffic hazards. 3. Brief test participants about known traffic hazards and the abatement measures that have been implemented prior to beginning pack test.			
		PACK RUBBING OR CHAFFING		1. Ensure test participants have practiced with a pack configured to actual test pack and have become conditioned to carry this pack. 2. Recommend upper body clothing to protect from pack rub. Configure test packs with appropriate straps and padding to minimize rubbing and chaffing. 3. Ensure test participants have an opportunity prior to testing to check pack fit and comfort and make needed adjustments. 4. Permit test participants to use personal packs that meet prescribed test pack configuration and weight requirements.			
10. LINE OFFICER SIGNATURE Corey Stewart		11. TITLE: District Ranger		12. DATE 01-23-2003			

JHA Instructions (References-FSH 6709.11 and .12)	Emergency Evacuation Instructions (Reference FSH 6709.11)																																
The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity. Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory. Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP). Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example: a. Research past accidents/incidents. b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature. c. Discuss the work project/activity with participants. d. Observe the work project/activity. e. A combination of the above. Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method: a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture. b. Substitution. For example, switching to high flash point, non-toxic solvents. c. Administrative Controls. For example, limiting exposure by reducing the work schedule, establishing appropriate procedures and practices. d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps). e. A combination of the above. Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE. Blocks 11 and 12: Self-explanatory.	Work supervisors and crewmembers are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite. Be prepared to provide the following information: a. Nature of the accident or injury (avoid using victim's name). b. Type of assistance needed, if any (ground, air, or water evacuation). c. Location of accident or injury, best access route into the worksite (road name/number, identifiable ground/air landmarks). d. Radio frequencies. e. Contact person. f. Local hazards to ground vehicles or aviation. g. Weather conditions (wind speed & direction, visibility, temperature). h. Topography. i. Number of individuals to be transported. j. Estimated weight of individuals for air/water evacuation. The items listed above serve only as guidelines for the development of emergency evacuation procedures. JHA and Emergency Evacuation Procedures Acknowledgment We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents: <table border="0"> <thead> <tr> <th>SIGNATURE</th> <th>DATE</th> <th>SIGNATURE</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	SIGNATURE	DATE	SIGNATURE	DATE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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