ACTIVITY HAZARD ANALYSIS

ACTIVITY: Riding Mower Operation

ANALYZED BY/DATE: Bill Clevenger 15 April 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Inspect unit for condition.	*a. Fire may erupt while refueling tractor.* *b. Improper oil quantity may cause engine damage.* *c. A damaged or missing air filter may allow foreign matter to enter the carburetor.* *d. Air intake screens and grill may be clogged and cause engine to overheat.* *e. Clogged or dirty air fins and or intake screens may cause the hydrostatic fluid to overheat.* *f. Tires not properly inflated may increase tire wear or degrade safe operations of tractor.*	*a. Tractor will not be fueled while running, hot, near open flame or spark producing operations.* *b. The oil level should not be above or below the safe range marker on the dipstick when it is screwed in tight. Add oil if necessary but do not overfill.* *c. Replace air filter if it is damaged or missing. Never operate engine with air filter removed.* *d. The engine is air-cooled and requires an ample, unrestricted amount of air for cooling. Clean the air screens and grill with air pressure if available. If not, use a brush or wipe clean with a rough textured cloth.* *e. Inspect the air fin passages in the hydrostatic fluid cooler core. Remove all dirt and chaff from the air fin passages in the cooler core and straighten any bent fins. Clean the console panel air intake screens thoroughly and replace.* *f. Keep tires inflated according to the recommendations specified by the manufacturer for the equipment to be used. Refer to the operator's manual.*
Start engine	*a. Equipment damage may result if manufacturer's recommendations aren't followed during start-up.* *b. Operator will be exposed to loud continuous noise during engine operations.* *c. Operator may be exposed to head, eye, hand and foot injuries during mowing operations.*	*a. Refer to and follow operator's manual for start up procedures.* *b. Operator will wear either earmuffs or earplugs during prolonged engine operations (in excess of ten minutes).* *c. Wear hard hat, eye protection, gloves and steel toe shoes.*
Warm up tractor.	*a. Operating engine at high speed prior to adequate warm up period will cause possible engine damage.* *b. Operating tractor at fast ground speed prior to adequate warm up period will cause undue wear on transmission internal parts.* *c. Prolonged engine idling can cause the engine operating temperature to rise thereby causing crank case oil dilution.*	*a. Before operating under full load, be sure the tractor is warmed up properly by idling engine at approximately 1/4 open throttle for two minutes. Then operate it at about 3/4 open throttle for another two minutes.* *b. Operate the tractor for the first five minutes at slow ground speed. This permits the oil in the hydrostatic system to circulate freely and prevent undue wear on internal parts.* *c. Avoid unnecessary engine idling.*

Operate tractor	*a. Other personnel in area may be struck by rocks, limbs or debris thrown by mower blades.* *b. Guards and other safety devices may be defective or missing.* *c. Side panels of the engine may become hot during engine operation.* *d. Operating the tractor with spongy or weak brakes may result in an accident.* *e. Backing the tractor without proper clearance will result in an accident.* *f. Mower may strike rocks, stumps, limbs and other debris.* *g. Terrain may be rough, have holes or other hidden hazards.* *h. Suddenly applying brakes individually at high speed or while turning could cause the tractor to upset.* *i. Starting and stopping suddenly on slopes may cause upset.* *j. Build up of grass, leaves or excessive grease on engine may cause a fire.*	*a. Keep personnel clear of area while mower is in operation.* *b. Repair or replace guards and safety devices prior to using mower.* *c. Do not touch side panels of engine until after allowing to cool or use leather gloves.* *d. Never operate the tractor if the brakes are spongy or weak. Periodically check and adjust the brakes.* *e. Before backing tractor, look behind you to make sure the area is clear of people, equipment and other obstructions.* *f. Disengage PTO and stop tractor engine immediately after striking object. Inspect for damage and make necessary repairs before restarting and operating.* *g. Carefully inspect area to be mowed prior to mowing and then proceed with caution.* *h. Reduce ground speed before turning. To stop tractor, place hydrostatic control lever in "N" neutral position and then apply both brakes.* *i. Do not start or stop suddenly on slopes. Reduce speed on slopes and in sharp turns to prevent possible tipping or loss of control.* *j. Keep engine clean of buildup of grass, leaves, excessive grease and other combustibles to reduce fire hazards.*
Stop tractor	*a. Unauthorized persons may operate tractor if ignition key is not removed from ignition.* *b. Failure to properly park tractor may allow it to roll and strike other equipment or objects.*	*a. Always remove the ignition key before dismounting from the tractor.* *b. Follow these instructions when stopping and dismounting from the tractor:* *- Move hydrostatic control level to "N" position.* *- Position parking brake knob in lower slot and depress both brake pedals.* *- Move PTO clutch control to the disengaged position.* *- Lower mower deck with control lever.* *- Lower idle speed of engine one or two minutes before turning ignition key to off position.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Riding mower (tractor) *Earmuffs or earplugs* *Hardhat* *Eye protection* *Gloves* *Steel toe shoes*	*Inspect unit for condition* *Ensure guards and other safety devices are not defective or missing Inspect area to be mowed*	*Refer to and follow operator's manual* *On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Servicing Mobile Vehicles and Equipment

ANALYZED BY/DATE: Bill Clevenger 15 April 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Prepare tools.	*Injuries to hand.*	*Ensure tools are clean and free of grease. Use tools only for tasks for which they were designed.*
Set emergency brake or chock wheels.	*Sudden movements of vehicles.*	*Ensure emergency brake is fully engaged or wheels are securely chocked.*
Service vehicle or equipment, making replacements or adjustments as needed.	*Injuries from moving parts. Careless behavior.*	*Be aware of any moving parts on vehicle or equipment being serviced. Avoid working in awkward position.*
Put tools away when servicing is complete.	*Slip or trip on tools lying around.*	*Clean and place all tools in their proper location when servicing is complete.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Vehicles *Mobil equipment* *Hand tools*	*Check condition of tools*	*On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

Activity Hazard Analysis

Activity: Setting & Removing Emergency Bulkheads

Analyzed By/Date: Robert Ehlman 05/24/2002

REVIEWED BY/DATE: Bill Clevenger 03 October 2002

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
A. Crane Setup/Take Down.	*1. Damage to equipment, injury, or fatality.*	*1. Crane Inspection Checklist shall be completed prior to initial use. (16.C.12)(SWF Form 1191-J)* *2. Ensure crane is level and blocked. (16.C.03)* *3. Ensure lift and swing path is clear of obstructions and adequate clearance is maintained from electrical sources. (16.C.03)* *4. Ensure all persons are clear of swing radius of counterweight. (16.C.03)* *5. One person shall be designated as signal person and all personnel involved with the crane operation must understand the communication system and their responsibilities associated with the operation. (16.C.03 and 16.C.11)* *6. Meet applicable requirements of 16.C and 16.D.*
B. Rigging	*1. Injury from falling load*	*1. Rigging equipment (wire rope & slings) for material handling shall be inspected before use. (15.A-F)*
C. Lifting And Lowering Bulkheads.	*1. Head injuries from swinging equipment.* *2. Hand injuries.* *3. Foot injuries.* *4. Falling into gate slot opening.*	*1. Wear hardhats. (05.D.01)* 1a. Tag lines will be used to control load. (14.A.06) *2. Use leather gloves and avoid pinch points. (05.A.10)* *3. Wear safety shoes/boots; keep feet clear. (05.A.08)* *4. Maintain safe working distance from gate slot. Install barrier railing. (24.A.07)*
D. Working On or Near Water.	*1. Drowning*	*1. All personnel shall wear PFD's if not on land. (05.I.01-.03)* *2. Manned patrol/rescue boat shall be located at immediate site. (05.J.01-07)* *3. Rescue Line Bag (throw type) shall be on work deck. (05.I.04)*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
1. *2001 GROVE TMS540 Truck Mounted Hydraulic Crane, 40 Ton. (Contractor)* 2. *1992 17' Boston Whaler Patrol/Rescue Boat. (Gov't)* 3. *1986 International Dump Truck, 2 ½ Ton, single axle. (Gov't)*	1. *Crane Inspection Checklist. (SWF Form 1191-J)*	1. *All Government personnel involved have current First Aid/CPR Training.* 2. *All Government personnel involved have had Hazard Communication training and a current written Hazard Communication Program is on file and also located in the Trinity Project Office hallway for employee review/reference.* 3. *Bardwell maintenance workers Fred Hilliard and Scotty Vyers have attended Crane Safety training within the last 12 months.* 4. *All Government personnel have a current Motorboat Operator's license.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Storehouse/Shop Operations

ANALYZED BY/DATE: Bill Clevenger 15 April 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Keep work area clean.	*Slips, trips or falls.*	*Aisles should be clean and clear of any debris.*
Service mobile vehicle or equipment.	*Moving parts.*	*Be aware of moving parts such as fans and belts. (See JHA for "Servicing Mobile Equipment").*
Repair boxes, crates, or pallets.	*Protruding nails or sharp edges.*	*Be cautious when handling and cutting wood. Remove protruding nails or hammer flat. (See JHA for "Operating Power Tools").*
Unload or unpack vehicles.	*Muscle sprain or strain, overexertion, cuts and bruises.*	*If possible use equipment such as forklifts, hand trucks, and dollies to unload heavy goods. (See JHA for "Lifting"). Allow yourself plenty of room to operate. Watch for sharp protruding edges. Avoid overexerting yourself.*
Sort stock.	*There are hazards.*	*State controls, use of ladders, lifting equipment, etc.*
Transport core or other stock to storage.	*Injury caused by forklift or other mechanized equipment.*	*Care should be taken when operating mechanized lifting and handling equipment. (See JHA for "Operating a Forklift"). Only qualified and authorized persons are allowed to operate equipment.*
Stack or store goods.	*Fall from elevations. Being struck by falling objects. Lose grip or balance. Muscle strains, overexertion.*	*Get more help if necessary. Take your time in difficult situations. Be careful when using ladders. (See JHA for "Ladders"). Use lifting equipment, do not overreach.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Vehicle or mobile equipment *Forklifts* *Hand trucks* *Dollies* *Ladders* *Lifting equipment* *Mechanized equipment* *Handling equipment*	*Keep aisles clean and clear*	*Training to operate equipment* *On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Table saw operation

ANALYZED BY/DATE: Bill Clevenger 15 April 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Inspect saw for dull or loose blades, defective cord, poorly working guard and rip fence.	*a. Cuts and abrasions from blade.* *b. Power switch could accidentally be turned "on".*	*a. Exercise care in checking sharpness of blade.* *b. Disconnect power plug.*
Setting up saw for ripping and cutting	*a. Electrical shock.* *b. Cuts and abrasions.*	*a. Disconnect power plug.* *b. Exercise care in setting up fence so that you don't hit the blade.*
Material handling	*Splinters, back, and foot injuries.*	*Wear gloves, steel-toe shoes, and use good lifting techniques.*
Don personal protective equipment such as eye and hearing protection.	*Vision may be impaired by safety glasses that are dirty, clouded over, or scratched.*	*Make sure safety glasses are clean and free from defects and properly fit.*
Cutting material	*a. Rotating parts of saw may catch loose clothing, jewelry or gloves.* *b. Personnel may be cut if guards are removed.* *c. Forcing saw through material may result in a personal injury or equipment damage.* *d. Sawdust from cutting operation may cause eye injuries.* *e. Hearing may be impaired by high-pitched noise.* *f. Personnel may be cut by saw blade during sawing.* *g. Personnel may be injured by unattended, running saw.* *h. Personnel may be cut while feeding material through saw.* *i. Material may "kick back" while being cut.*	*a. Personnel shall not were loose clothing or gloves while cutting.* *b. Keep all guards in place.* *c. Don't force saw. It will cut better and be safer working at the rate for which it was designed.* *d. Wear proper eye protection.* *e. Wear proper ear protection.* *f. Keep hands and all parts of the body clear from path of saw blade.* *g. Never leave saw running or unattended. Turn off when not in use.* *h. Use push stick to feed material through saw while close to blade.* *i. Keep a firm pressure on material being cut and exercise extreme care.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Table saw *Gloves* *Steel-toe shoes* *Snug fitting clothing* *Eye protection* *Hearing protection* *Push stick*	*Inspect saw for condition* *Inspect PPE for condition*	*Training on proper lifting techniques* *On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Trenching (backhoe) **ANALYZED BY/DATE:** Bill Clevenger 15 April 2002 **REVIEWED BY/DATE:**

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Check equipment for condition and safety equipment (backhoe)	*a. Exposed obstructions that are blunt or sharp (potential injuries to head, hands or feet).* *b. Slip and fall due to wet or greasy surfaces*	*a. Wear proper personal safety equipment (hard hat, safety shoes, good gloves).* *b. Check steps and decks for condition prior to ascending to cab. Clean or dry greasy or wet surfaces.*
Road machine to work site	*a. Being struck by another vehicle during travel.* *b. Blow out tire*	*a. Use seat belts, emergency signals, lights and display slow moving vehicle sign while traveling on public roadways. Closely monitor movement of all traffic. Travel on shoulders when conditions warrant.* *b. Check tires for serviceable condition and proper inflation prior to departure from yard.*
Dig trench for waterline	*a. Personnel struck by backhoe.* *b. Bucket could make contact with underground electrical lines.* *c. Electrical shock may occur when dismounting backhoe while contacting electrical line.*	*a. Keep personnel clear from swing area of backhoe. Position barricades on both sides of work site. Do not operate if casual personnel are in swing or travel area.* *b. Check "As Built" drawings for location of electrical lines prior to digging. Notify electricians if electrical lines are contacted.* *c. Do not leave machine unless absolutely necessary while it is engaged with electrical line. If it becomes necessary, DO NOT step to ground making contact with ground and machine at the same time, but rather, jump as far as possible away from machine.*
Return equipment to shop.	*Being struck by another vehicle.*	*Use seat belts, emergency signals, lights, and display slow moving vehicle sign while traveling on public roadways. Closely monitor movement of all traffic. Travel on shoulder when conditions warrant.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Backhoe *Hard hat* *Safety shoes* *Gloves*	*Check backhoe for condition and safety equipment* *Check "As Built" drawings for location of electrical lines prior to digging* *Keep check on swing area of backhoe*	*On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Vehicle operation

ANALYZED BY/DATE: Bill Clevenger 20 May 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Perform pre-operational check of vehicle for condition	*a. Vehicles driven without proper amounts of oil and coolant may cause damage to engine.* *b. Vehicles driven with defective tires may result in an accident.* *c. Impaired front, rear and side visibility may result in accident.* *d. Defective exhaust system may induce carbon monoxide into cab area.* *e. Vehicles driven at night without proper lights may cause an accident.* *f. Vehicles driven with defective brakes may cause an accident.* *g. Vehicles used for towing may have a defective or improper size hitch.* *h. Vehicle not in safe/proper operating condition.*	*a. Check engine oil and coolant levels prior to starting engine.* *b. Visually check tires for tread wear, defects and inflation. If tire appears low, check with gauge. Also check condition of spare.* *c. Check windshield, windows, wipers and mirrors for cracks, distortions, cleanness, and for proper performance. Clean as necessary to assure good visibility. Adjust seat and rear view mirror for optimum visibility and comfort.* *d. Visual check exhaust system. any defects noted or any evidence of exhaust fumes entering cab must be reported immediately.* *e. Check vehicle headlights, taillights, turn signals, parking and clearance lights for proper operation.* *f. Check brakes, emergency brake, service brakes, and trailer brake connections for safe operating condition and look for apparent damage.* *g. Check hitch for security of mounting and make sure it is the proper size to mate with unit to be pulled.* *h.* Vehicles should be checked for proper operating condition before being used. Vehicles found to be in unsafe operating condition shall be removed from service, repaired, and re-inspected before being placed in service again.
Check area around vehicle.	*Debris, people or obstacles around vehicle may be run-over or hit.*	*Check the entire area around vehicle for possible debris, people or obstacles.*
Fuel vehicle	*Fire may erupt during fueling operations.*	*Before refueling, shut down engine and, set brake. Smoking and all other sources of ignition shall be prohibited within 50 feet of fueling operation. Ground fuel nozzle to vehicle tank to prevent static electrical spark. Fuel nozzle will not be left unattended during fuel dispensing operation. Do not overfill tank and ensure that cap is securely replaced after refueling.*

Operate vehicle	a. Driver may not be qualified to operate vehicle/motorized equipment *b. Operator and passengers may be ejected from vehicle or thrown into dash or windshield during accident or sudden stop.* *c. Vehicles operating at excessive speed are prone to accident.* *d. During backing, other vehicles, objects or personnel may be struck* *e. Traffic approaching from rear may strike vehicle, sideswipe while passing, cut in front, or attempt to pass with oncoming traffic present.* *f. Vehicles may be struck while crossing railroad crossing.* *g. Vehicles stopped on roadway or shoulder, may be struck by other vehicles.* *h. Personnel being transported may be injured by sudden starts or stops or by objects along path of travel.* *i. Inattention may lead to an accident esp. when driving "offroad".*	*a. Every person regularly or occasionally operating a motor vehicle shall have in his possession, at all times while operating such vehicle, a permit valid for the equipment being operated.* *b. Vehicle operators and passengers shall be required to fasten and properly adjust seat belts prior to vehicle being put into motion and during entire time of travel.* *c.* No vehicle should be driven at a speed greater than is reasonable and legal, with regard for weather conditions, traffic, intersections, and width and character of the roadway. *When road and weather conditions dictate, vehicle speed will be reduced for conditions* .No vehicle shall be driven on a downgrade with gears in neutral or clutch disengaged. *d. Check rear for obstructions prior to placing the vehicle in reverse and during all reverse motion. When operator does not have full view of area of travel, a spotter will be used.* *e. Vehicle operators will continually monitor the rear view mirror for traffic approaching from the rear and drive defensively.* *f. Vehicles approaching railroad crossings shall be driven at such a speed to permit stopping before reaching nearest track and will proceed only if clear.* *g. Vehicles shall not be stopped, parked or left standing in such a manner as to endanger the vehicle, other traffic or personnel using or passing that road or area.* *h. No person will be permitted to ride with arms or legs outside of vehicle, in a standing position, on the body, on running boards, on side fenders, cabs, cab shield, tailgate or on the load. The number of passengers in passenger-type vehicles and cabs of trucks shall not exceed the number, which can be seated with seat belts fastened.* *i. Be alert, use caution.*

Load vehicle	*a. Vehicle loads may topple from bed and cause accident* *b. Loads extending beyond sides and rear of vehicle may cause accidents.* *c. Operator's view could be obscured by load* *d. Operators of vehicles could be injured while vehicle is being loaded from suspended or overhead equipment.* *e. During sudden stops the operator and passengers may be injured by loose items being tossed about.*	*a. All loads being transported will be stacked in such a manner as to avoid shifting and adequately secured to prevent loss of load.* *b. All vehicles that must carry loads which project beyond the sides or more than four feet beyond the rear will be flagged or marked in accordance with safety, state and local requirements.* *c. No vehicle shall be loaded in such a manner as to obscure the operator's view ahead or to either side or to interfere with the safe operation of vehicle.* *d. Operators of vehicles shall leave the cab of vehicles being loaded from suspended or overhead loading equipment or methods unless the cab is adequately protected. Wear hardhat and steel shoes.* *e. Loose items, such as tools, bottles, or other items, will not be stored in the passenger compartment of a vehicle unless they are secured.*
Park vehicle	*a. Unattended vehicles may roll into other vehicles or objects* *b. Vehicles and equipment may create an obstruction or be damaged by movement of other vehicles or equipment.*	*a. No vehicle shall be left unattended until after the motor has been shut off, the key removed, parking brake set, and gear engaged in low, reverse or park. If stopped on a hill or grade, front wheels will be turned into the curb or the wheels securely checked.* *b. All pickups, passenger vehicles, trucks, boats, equipment, and the like will be parked in areas and spaces provided for such; and in a manner so as to leave an aisle clear for vehicle passage.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Vehicle: automobile, van, pickup, truck, tow vehicle, off-road vehicle, or bus *Gas pump* *Hardhat* *Steel toed safety shoes*	*Check vehicle for condition* *Check air pressure in tires.* *Check area around vehicle.* *Check hitch for security of mounting and ensure it is the proper size to mate with unit to be pulled.* *Adequately secure loads and equipment.*	*Defensive driving* *On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

ACTIVITY HAZARD ANALYSIS

ACTIVITY: Working with Video Display Terminals **ANALYZED BY/DATE:** Bill Clevenger 15 April 2002 **REVIEWED BY/DATE:**

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Position the work- station and terminal so that it is suitable to your needs.	*Eye irritation from glare or reflections.*	*Do not place the screen in direct sunlight. Each terminal should be illuminated with a light or lamp, which doesn't reflect off the screen. Items causing unnecessary reflections should be moved. Position the screen to reduce glare.*
Operate computer terminal.	*a. Headache, itching and burning eyes, blurred vision, extra-low frequency radiation exposure, muscle aches and pains.* *b. Leg and back strains from improperly adjusted chairs.* *c. Arm and hand stress.*	*a. Take periodic breaks when working for prolonged periods of time at video display terminals. Use terminals having glare filtering devices.* *b. Use a comfortable chair positioned a minimum of 28" from the terminal and positioned at least 40" from the neighbor's nearest terminal.* *c. Keep you elbows close to your body while typing.*

EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
Work-station *Video terminal* *Chair*	*Check lighting, glare and reflection conditions* *Check positioning of work-station, terminal and chair*	*Training to operate equipment* *On the job training* *Be checked-out by a qualified, experienced person* *Obtain supervisor's/manager's authorization.*

JOB HAZARD ANALYSIS

JOB SERIES: 0025	JOB TITLE: Volunteer Park Hosts
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?		
Is employee required to wear personal protective equipment (i.e., safety boots or glasses, respirators, hearing protection, etc.)?		
Does employee require safety training (i.e., HTRW, confined space, HAZCOM, respirator, electrical, hearing)?		

ACTIVITY	LOCATION	HAZARD	CONTROLS
Park Patrols/First Aid Rescue/Office Work/ Visitor Center/Wildlife Control/Vehicle Operation	Project / Field Locations Water/ Vehicle	Office Work	Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens.
		Wrist strain	Ensure computer keyboards are adjusted so that the elbows are at a 90 degree angle and arms and hands are parallel to the floor. Use wrist rests or other support so that wrists are maintained in a neutral position.
		Neck/shoulder fatigue	Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. Document or copy holders should be at the same height and distance as the screen.
		Slips/trips/falls	Use good housekeeping practices. Be observant of walking/working surfaces. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended.
		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.
		Electrical shock	Do not reconfigure wiring in systems. Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage. Ensure equipment is locked/tagged out before any work is begun.
		Office machinery	Do not wear loose clothing or jewelry. Be cautious when making mylar copies (hot).
		Walking	Be alert of walking surface,.
		Falling off of furniture	Use step stool. Do not use furniture as a ladder.

		Cutting tools	Cut in the direction away from hands and body.
		File cabinets/shelves	To avoid tipping, fill the bottom file/shelve first. Do not open more than one drawer at a time. Place heavy objects in the bottom drawers/shelves.
		Prolonged standing/walking	Be in good physical condition. Take breaks as required.
		Physical assault from irritated, distraught, or intoxicated individuals	Knowledge of non-threatening communications. Know how to get assistance. Knowledge of self-defense and avoidance procedures.
		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. Wear helmets when operating a motorized or non motorized bike.
		Eye injuries	Wear appropriate eye protection as necessary.
		Hand injuries	Wear appropriate gloves as necessary.
		Chainsaw cuts	Wear protective clothing (headgear, goggles, hearing protection, gloves, boots, and leg guards). Use proper cutting techniques.
		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.
		Falling on slippery or rugged terrain	Wear proper field boots and be observant of terrain. Use safety lines when necessary.
		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.
		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.
		Tick bites	Wear proper clothing. Light colored long sleeved shirts tucked inside pants. Make frequent checks for the presence of ticks and use proper removal techniques if found.
		Poisonous plants	Knowledge and avoidance of such plants. Wash after contact.
		Fumes and dust	Ensure proper ventilation and wear respirator if necessary.
		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.
		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.
		Entanglement in lines	Worn or damaged lines will not be used. Avoid pinch points and stay clear of lines under strain.
		Entanglement in moving machinery	All points requiring lubrication during operation shall have fittings so located or guarded as to be accessible without hazardous exposure and all moving parts shall be guarded when exposed to contact.
Vessel Operation		Vessel damage/sinking	Obey navigation rules and weather warnings. Be aware of emergency evacuation procedures.
		Fire and explosion	Be knowledgeable of appropriate fire fighting techniques and equipment.
Vehicle Operation		Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques.
		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.
Cleaning of Restrooms	Park/Office Restrooms	Skin irritation	Wear provided gloves while cleaning.
		Exposure to human waste	Wear Protective clothing such as gloves and safety goggles.
		Burns/smoke	Use appropriate fire fighting techniques. Wear proper protective clothing (fire suit, gloves, respirator, etc.) and equipment.
		Cuts and bruises	Wear proper clothing. Use caution.
		Lifting	Use proper lifting techniques. Get assistance when necessary. Keep the load close to the body and lift with the legs.
		Brush cutting	Maintain safe distance from equipment. Stay clear of flying objects. Wear appropriate personal protective equipment.
		Prolonged standing, walking, lifting, bending, and pushing	Be in good physical condition. Take breaks as required.
		Exposure to diseases	Wear proper protective clothing. Wash hands/skin immediately after contact. Dispose of infected waste in appropriate containers.

DOZER D – 3 CAT

Contracted Qualification Test

A = Acceptable U = Unacceptable C = Comments

Given an operational dozer, the candidate will perform the following tasks:

A. Preventive Maintenance: The candidate correctly:

_____1. Checked fluid levels – cold check.
_____2. Checked air cleaner system – serviced if required.
_____3. Inspected machine.
_____4. Inspected tracks for adjustment, loose or missing parts and corrected deficiencies.
_____5. Lubricated machine.
_____6. Inspected hydraulic lines and connections.
_____7. Mounted machine.
_____8. Checked all lights.
_____9. Started engine – allowed for warm-up and rechecked fluid levels.
_____10. Operated controls to warm-up hydraulics.
_____11. Moved machine to check steering and brakes.
_____12. Checked all safety items.

Comments:_____

_____

_____

B. Flat Blading: The candidate correctly:

_____1. Operated controls.
_____2. Selected appropriate gear.
_____3. Made a small cut.
_____4. Maintained a level configuration in the cut.
_____5. Cut and picked-up each windrow on the return pass.
_____6. Wore seat belt.

Comments:_____

_____

_____

C. Stockpiling: The candidate correctly:

_____1. Operated controls.
_____2. Selected appropriate gear.
_____3. Maintained a level blade for pushing material.
_____4. Pushed material to pile raising blade at edge.
_____5. Pushed material up onto pile.

_____6. Leveled top of pile in shape of trapezoid.
_____7. Wore seat belt.

Comments:_____

_____

_____

D. Vee-Ditching: The candidate correctly:

_____1. Operated controls.
_____2. Selected appropriate gear.
_____3. Aligned dozer along ditch line.
_____4. Angled the blade.
_____5. Made a marking pass with a shallow cut along ditch line.
_____6. Aligned dozer for first cut.
_____7. Made shallow cuts for control.
_____8. Cut back slope on return passes.
_____9.Wore seat belt.

Comments:_____

_____

_____

E. Backfilling: The candidate correctly:

_____1. Operated controls.
_____2. Selected appropriate gear.
_____3. Pushed material into excavation with a level blade.
_____4. Compacted material as fill levels rise.
_____5. Pushed material the shortest distance.
_____6. Flat bladed top of fill area to level condition.
_____7.Wore seat belt.

Comments:_____

_____

_____

CANDIDATE SIGNATURE_____

INSPECTOR SIGNATURE_____

BACKHOE – MASSEY FERGUSON 50 C Qualification Test

A = Acceptable U = Unacceptable C = Comments

Given an operational BACK-HOE, the candidate will correctly perform each of the following tasks:

A. Safety:

_____ 1. Ensure Self and All Persons in Work Area Wear Appropriate Personal Protective Equipment.
- _____ Hard Hat
- _____ Eye Protection
- _____ Ear Protection
- _____ Safety Shoes
- _____ Gloves

_____ 2. Mount Machine Correctly
_____ 3. Wear Seat Belt Correctly
_____ 4. Check Air Cleaner System – service if required.
_____ 5. Check Tire Pressure and ensure tires are at proper PSI.
_____ 6. Ensure Machine is in Neutral Before Starting.
_____ 7. Check and Clear Area of Bystanders.
_____ 8. Check for Overhead Obstacles and/or Electrical Lines.
_____ 9. Check Location of Underground Utilities prior to start of work (Call 1-800-DIG-TESS).

Comments: _____
_____
_____

B. Preventive Maintenance:

_____ 1. Check Fluid Levels – Cold Check.
_____ 2. Check Air Cleaner System – Service if required.
_____ 3. Check Tire Pressure.
_____ 4. Inspect tires for cuts/tread wear/proper mounting.
_____ 5. Inspect loader bucket for wear.
_____ 6. Inspect backhoe attachment for wear.
_____ 7. Inspect hydraulic lines and connections.
_____ 8. Lubricate machine.
_____ 9. Mount machine properly.
_____ 10. Start engine – verify fluid levels.
_____ 11. Operate controls to warm-up hydraulics.
_____ 12. Check lights and other safety items.

Comments: _____
_____
_____

C. Roading the Machine:

_____ 1. Put Backhoe Attachment in Travel Position.
_____ 2. Raise and Secure Stabilizers.
_____ 3. Check for Vehicle Slow Moving Emblem.
_____ 4. Lock Brake Pedals Together.
_____ 5. Maintain Loader Bucket Height.
_____ 6. Maintain Safe Road Speed.
_____ 7. Use Accelerator Pedal, not Hand Throttle.
_____ 8. Use Directional Signals when Turning.

_____ 9. Use Flashing Lights and Rotating Beacon.
_____ 10. Wear Seat Belt.

Comments: _____
_____
_____

D. Trenching with Backhoe:
_____ 1. Check Location of Underground Utilities (Call 1-800-DIG-TESS).
_____ 2. Position the Backhoe for Trenching.
_____ 3. Engage Stabilizers.
_____ 4. Orient One Edge of Backhoe Bucket Along Ditch Line.
_____ 5. Lower Loader Bucket.
_____ 6. Throttle Backhoe for Operation.
_____ 7. Let Backhoe Teeth Lead into Cut.
_____ 8. Make Small Sweeping Cuts.
_____ 9. Use Boom, Stick and Bucket Controls for Cutting.
_____ 10. Position Spoil Material Away from Trench.
_____ 11. Clean Both Sides of Trench.
_____ 12. Slope Side of Trench.
_____ 13. Wear Seat Belt.

Comments: _____
_____
_____

E. Excavating with Backhoe:
_____ 1. Check Location of Underground Utilities (Call 1-800-DIG-TESS).
_____ 2. Position the Backhoe for Excavating.
_____ 3. Orient One Edge of Backhoe Bucket Along Excavation.
_____ 4. Engage stabilizers.
_____ 5. Lower Loader Bucket.
_____ 6. Throttle Backhoe for Operation.
_____ 7. Let Backhoe Teeth Lead into Cut.
_____ 8. Make Small Sweeping Cuts.
_____ 9. Use Boom, Stick and Bucket Controls for Cutting.
_____ 10. Position Spoil Material Away from Excavation.
_____ 11. Clean Side of Excavation.
_____ 12. Move to Each of Four Corners – Continue Digging.
_____ 13. Wear Seat Belt.

Comments: _____
_____
_____

F. Backfilling:
_____ 1. Ready the Backhoe for Backfilling.
_____ 2. Maintain Loader Bucket Position.
_____ 3. Load Bucket.
_____ 4. Carry Load to Fill Area.
_____ 5. Push Fill Material into Fill Area.
_____ 6. Dump Load into Excavation.
_____ 7. Compact Material, When Feasible.
_____ 8. Used Proper Gear and Speed.
_____ 9. Wear Seat Belt.

Comments: _____

_____

_____

I, the operator, have viewed the associated Safety Video and feel confident that I can operate the MASSEY-FERGUSON 50C machinery in a safe manner.

Operator's Signature _____ **Date:** _____

I, as an agent of the U.S. Army Corps of Engineers, certify the above operator has met the requirements, as shown above.

Certifying Agent: _____ **Date:** _____

SKID-STEER Qualification Test

A = Acceptable U = Unacceptable C = Comments

Given an operational SKID-STEER, the candidate will correctly perform each of the following tasks:

A. Safety:

_____1. Ensure Self and All Persons in Work Area Wear Appropriate Personal Protective Equipment.
- _____ Hard Hat
- _____ Eye Protection
- _____ Ear Protection
- _____ Safety Shoes
- _____ Gloves

_____ 2. Mount Machine Correctly.
_____ 3. Wear Seat Belt Correctly.
_____ 4. Check Air Cleaner System – service if required.
_____ 5. Check Tire Pressure and ensure tires are at proper PSI.
_____ 6. Ensure Machine is in Neutral before Starting.
_____ 7. Check and Clear Area of Bystanders.
_____ 8. Check for Overhead Obstacles and/or Electrical Lines.
_____ 9. Check Location of Underground Utilities prior to start of work (Call 1-800-DIG-TESS).

Comments: _____
_____
_____

B. Preventive Maintenance:

_____ 1. Check Fluid Levels - Cold and Hot.
_____ 2. Check Air Cleaner System – Service if required.
_____ 3. Check Tire Pressure.
_____ 4. Inspect Tires for Cuts, Uneven Tread-Wear and Proper Mounting on Rims.
_____ 5. Inspect Bucket for Signs of Wear.
_____ 6. Lubricate Machine.
_____ 7. Inspect Hydraulic Lines and Connections.
_____ 8. Inspect Safety Latches on Tool Attachment Arms.
_____ 9. Mount Machine Correctly.
_____ 10. Operate Controls to Warm Up Hydraulics.
_____ 11. Check Steering/Brakes.
_____ 12. Wear Seat Belt.

Comments: _____
_____
_____

C. Carrying a Load:

_____ 1. Load Bucket.
_____ 2. Maintain Bucket Load Capacity.
_____ 3. Maintain Bucket Height.
_____ 4. Dump Load at Proper Height.
_____ 5. Wear Seat Belt.

Comments: _____
_____
_____

D. Stockpiling:
_____ 1. Approach Stockpile
_____ 2. Load Bucket
_____ 3. Maintain Smooth Loader Cycle
_____ 4. Stockpile Material Properly
_____ 5. Dress Side of Stockpile
_____ 6. Keep Work Area Smooth
_____ 7. Wear Seat Belt.

Comments: _____
_____
_____

E. Excavating a Work Site:
_____ 1. Start the Cut at the Correct Bucket Angle
_____ 2. Make Shallow/Long Cuts
_____ 3. Carry Bucket at Proper Height to Stockpile Area
_____ 4. Stockpile Material Properly Away from Excavation Site
_____ 5. Operate Machine at Proper Speed for Site Conditions
_____ 6. Wear Seat Belt

Comments: _____
_____
_____

F. Backfilling:
_____ 1. Approach Stockpiled Fill Material Properly
_____ 2. Maintain Bucket Position
_____ 3. Load Bucket
_____ 4. Carry Load to Fill Area
_____ 5. Dump Load into Excavation
_____ 6. Compact Material When Feasible
_____ 7. Maintain Proper Ground Speed for Site Conditions
_____ 8. Wear Seat Belt.

Comments: _____
_____
_____

G. Implement Change Out:
_____ 1. Approach Staging Area Properly
_____ 2. Place Off-Load Implement in Proper Position
_____ 3. Unlatch Safety Latches
_____ 4. Approach New Implement at Proper Angle
_____ 5. Hook Up New Implement to Lift Arms/Set Safety Latches
_____ 6. Attach Hydraulic Lines (If Required)
_____ 7. Test New Implement for Proper Operation
_____ 8. Carry New Implement at Proper Height as Required
_____ 9. Wear Seat Belt.

Comments: _____
_____
_____

H. Operation of Auger:
_____ 1. Approach Work Site Properly
_____ 2. Position Auger at Proper Angle
_____ 3. Apply Proper Downward Pressure
_____ 4. Maintain Proper RPMs to Operate Auger
_____ 5. Clean Hole Properly
_____ 6. Wear Seat Belt

Comments: _____
_____
_____

I. Operation of Forklift Attachment:
_____ 1. Set Forks at Proper Width for Pick
_____ 2. Estimate Weight of Load to be Picked
_____ 3. Assure Machine Can Pick/Carry Load
_____ 4. Approach Pallet at Proper Speed and Angle
_____ 5. Lift and Carry Load at Proper Height and Speed
_____ 6. Approach Off-Load Site Properly
_____ 7. Off-Load Pallet Properly
_____ 8. Wear Seat Belt

Comments: _____
_____
_____

J. Driving Course:
_____ 1. Enter Course at Proper Speed: 1/i, V2, Full
_____ 2. Maintain Proper Height of Implement While on Course
_____ 3. Maneuver Through Course Properly
_____ 4. Wear Seat Belt

Comments: _____
_____
_____

I, the operator, have viewed the associated Safety Video and feel confident that I can operate the SKID-STEER machinery in a safe manner.

Operator's Signature _____ **Date:** _____

I, as an agent of the U.S. Army Corps of Engineers, certify the above operator has met the requirements, as shown above.

Certifying Agent: _____ **Date:** _____

From: Skierski, Jr., Walter J SWF
Sent: Monday, November 27, 2006 4:33 PM
To: Crosswhite, Rex SWF
Subject: FW: Use of Gov vehicles and equipment by Volunteers

Rex -- below is the link to the ER referenced below by Al. It is still current. It's been supplemented twice (in 97 and 03, neither affecting the volunteer section.

It reads in para 10-2 (h). "Volunteers may be authorized to operate government-owned or leased vehicles, vessels, or other equipment by the accepting official if deemed appropriate and beneficial. Government licensing policies apply to volunteers.

http://www.usace.army.mil/publications/eng-regs/er1130-2-500/c-10.pdf

I looked on the web at a couple of other federal agencies. There's a Jun 05 Director's Order from the National Park Service that permits volunteers under signed agreements to operate a government vehicle if the driver is at least 18, has a safe driving record and a valid state/international drivers license, and the operation of the vehicle is required as part of the volunteer agreement.

The National Institute of Health (on the other hand) requires a government employee to be in the vehicle if a volunteer is operating it.

The Department of Veterans Affairs permits volunteer drivers to operate government vans to drive veterans to medical facilities, so long as they provide their drivers license and insurance information.

Bottom line -- the current ER states we may permit volunteers to operate GOVs if deemed appropriate and beneficial, after completion of USACE licensing requirements.

The policy question is should we and who decides. We obviously could make a District requirement more restrictive than the ER if we so choose.

Please let me know if you require anything further.

Walt

Walter J. Skierski, Jr.
Assistant District Counsel
US Army Corps of Engineers
Fort Worth District
(817) 886-1291

-----Original Message-----
From: Crosswhite, Rex SWF
Sent: Monday, November 27, 2006 3:56 PM
To: Skierski, Jr., Walter J SWF
Subject: Fw: Use of Gov vehicles and equipment by Volunteers

Walt could you take a look at this.

-----Original Message-----
From: Tennill, Emily C SWF
To: Crosswhite, Rex SWF
CC: Nicholson, Dorie SWF
Sent: Mon Nov 27 15:46:13 2006
Subject: FW: Use of Gov vehicles and equipment by Volunteers

Rex-

The District-wide volunteer Program PDT is working to streamline the volunteer programs at the lakes and the issue of use of vehicles/equipment by the volunteers needs to be addressed in the PDT's guidelines. The regs clearly allow volunteers to use government equipment. Additionally, in the PDT's guidelines, all training and certifications that are required of employees for operating any government vehicle would also apply to the volunteers. As per Charlie Burger's suggestion (see below), I once again want to run the issue of volunteers using government vehicles by Office of Council.

I would appreciate it if someone in your house could provide a quick, formal response regarding volunteers and government equipment that can be included in the PDT's guidelines.

Please let me know if you have any questions and I appreciate your help.

Emily Tennill
Park Ranger, Elm Fork Project
U.S. Army Corps of Engineers
1801 N. Mill St., Lewisville, TX 75057
469-645-9078 (direct) 469-645-9100 (main)
469-645-9101 (fax)

-----Original Message-----
From: Burger, Charles L SWF
Sent: Monday, September 25, 2006 10:12 AM
To: Tennill, Emily C SWF
Subject: FW: Use of Gov vehicles and equipment by Volunteers

I found that message I mentioned deep in my archives- here 'tis. You might want to run it back by Howard on your PDT or Rex as new chief just in case, or to get a more formal official opinion.

Good luck!
clb

-----Original Message-----
From: Proctor, Albert SWF
Sent: Wednesday, March 02, 2005 11:10 AM
To: Morgan, Madeline SWF
Cc: Burger, Charles L SWF
Subject: RE: Use of Gov vehicles and equipment by Volunteers

My first answer was not so hot. I withdraw it.

Charlie Burger has brought to my attention ER 1130-2-500 (27 Dec. 96) Para 10-2 h. authorizes volunteers to use "government-owned or leased vehicles vessels or other equipment..... Government licensing policies apply to volunteers".
This ER is in full force and effect and governs this use, without imposing detailed limits on it, excepting the requirement for compliance with government licensing requirements.
Generally, I think the regulation contemplates non commercial type of vehicles and vessels such as sedans pickups and recreational type boats. If additional limits are to be imposed locally, I think that they have to be based on safety and reason. For instance, unless a volunteer had expertise gained outside of Government, I wouldn't want them operating heavy equipment, including commercial mowing equipment. On the other hand riding lawn mowers, including some of the really fancy and expensive ones would seem reasonable to me.

I do not think we can craft a bright line rule for this that will cover all cases. I am certain that a Lawyer like myself should not be the one who creates the rule, although if we want to work on this I certainly would be willing to help.

Al Proctor

-----Original Message-----
From: Morgan, Madeline SWF
Sent: Monday, February 14, 2005 4:18 PM
To: Proctor, Albert SWF
Cc: Palmer, Benoit SWF
Subject: Fw: Use of Gov vehicles and equipment by Volunteers

Can you answer this?

Sent from my BlackBerry Wireless Handheld

-----Original Message-----
From: Halfmann, Thomas L SWF <Thomas.L.Halfmann@swf02.usace.army.mil>
To: Morgan, Madeline SWF <Madeline.Morgan@swf02.usace.army.mil>; Palmer, Benoit SWF <Benoit.Palmer@swf02.usace.army.mil>
CC: Burger, Charles L SWF <Charles.L.Burger@swf02.usace.army.mil>
Sent: Mon Feb 14 15:08:52 2005
Subject: Use of Gov vehicles and equipment by Volunteers

In the WT Lakes, we use lots of volunteers to accomplish our workload. The question has now come up and we need a real answer as to whether or not our volunteers can use Government vehicles and equipment. We are relatively sure that they can utilize smaller types of equipment, but we would like to know what they are prohibited from using and under what criteria can they use Government equipment and/or vehicles.

US Army Corps
of Engineers

VOLUNTEER SERVICE RECORD

(ER 1130-2-432)

NAME *(Last, First, Middle Initial)*

DATE *(Month, Year)*

PROJECT/OFFICE

PREVIOUS HOURS

DAY	JOB TITLE	LOCATION	HOURS WORKED	EQUIVALENT VALUE IN $/HR.	DOLLAR VALUE
		TOTAL FOR MONTH			
		CUMULATIVE TOTAL			

Net Volunteer Benefits Worksheet

To what extent do volunteers provide benefits to your organization? (Check the appropriate box)

	Great extent	Moderate extent	Not at all
Cost savings	☐	☐	☐
More detailed attention to the people you serve	☐	☐	☐
Increased public support for your programs, or improved community relations	☐	☐	☐
Increased quality of services or programs you provide	☐	☐	☐
Capability to provide services or levels of service you otherwise could not provide	☐	☐	☐
Access to specialized skills possessed by volunteers, such as legal, financial, management, or computer expertise	☐	☐	☐
Add up number of checks: (get out your calculator!)	☐ *x2.666*	☐ *x1.333*	☐ *x0*

Benefits Index: ☐ (Box A) = ☐ + ☐ + ☐

☐ (Box A: Benefits) - ☐ (Box B: Challenges) = ☐ (Net Benefits)

To what extent are the following issues a problem for your organization? (Check the appropriate box)

	Big problem	Small problem	Not a problem
Recruiting sufficient number of volunteers	☐	☐	☐
Recruiting volunteers with the right skills or expertise	☐	☐	☐
Recruiting volunteers available during the needed times	☐	☐	☐
Indifference or resistance on the part of paid staff toward volunteers	☐	☐	☐
Lack of paid staff time to properly train and supervise volunteers	☐	☐	☐
Lack of adequate funds for supporting volunteer involvement	☐	☐	☐
Regulatory, legal, liability constraints on volunteer involvement	☐	☐	☐
Volunteers' absenteeism, unreliability, or poor work habits or work quality	☐	☐	☐
Add up number of checks:	☐ *x2*	☐ *x1*	☐ *x0*

Challenges Index: ☐ (Box B) = ☐ + ☐ + ☐

Why are the benefits multiplied by 2.666 or 1.333? The challenges and benefits need to have equal weight in the net benefits calculation. However, there are eight challenges and only six benefits. Giving more weight to the benefits items brings them up to equal total influence with the challenges items.

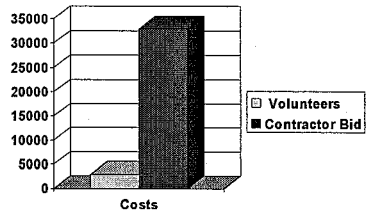
Worksheet adapted from article: Hager, M.A., & Brudney, J.L. (2004). *Balancing Act: The Challenges and Benefits of Volunteers*. (Online) http://www.urban.org/uploadedpdf/411125_balancing_act.pdf.

ACCEPTING OFFICIAL							
						YES	NO
	Is an overall review of the program conducted?						
	Is the intent of the program being met?						
	Are the listed items reviewed and updated?						
		Program Management Plan – PMP					
		Individual Volunteer Records					
		Training Records					
			Supervisor				
			Individual				
	Are all forms documented and filed correctly?						
			ENG 4880-R				
			ENG 4882-R				
			Optional Form 301				
			Volunteer Code of Conduct				
			Personal Interview				
			Supply and Equipment Log				
			Position Hazard Analysis				
			Activity Hazard Analysis				
	Is an initial interview conducted with each volunteer?						
	Is a background investigation conducted on each						
	volunteer?						
	Is a review of recruitment procedures conducted to						
	ensure the most effective methods are being utilized?						
	Is the Accepting Official Coordinating all efforts						
	for the hiring, daily operation, and documentation						
	of each volunteer and their associated duties.						
	Are volunteer hours entered into OMBIL on an annual basis.						
	Is the Accepting Official working closely with the						
	Park Rangers to ensure work performed is within						
	the prescribed duties listing for that particular volunteer						
	tasking.						
	Has the Accepting Official set the limits on work, reimbursable						
	funds, and locations the volunteers will work.						

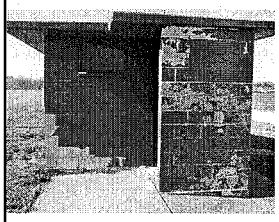
VOLUNTEER COORDINATOR (VC)						YES	NO
	Has the VC worked closely with the Accepting Official						
	in the planning and execution stages of the tasks to be						
	performed by all volunteers?						
	Has an equipment listing, of where equipment is located,						
	been maintained at all times and is equipment being						
	maintained in a safe working condition?						
	Are safety practices enforced and all unsafe actions						
	stopped and corrected?						
	Are records of volunteers being maintained current						
	and accurate?						
	Is an Activity Hazard Analysis for each job maintained						
	in each file and are volunteers properly trained on each						
	task?						
	Is a Positi						
	Is a listing of any other duties as prescribed by the						
	Accepting Official on file?						
	Are monitoring guidelines in place for inventory of and						
	issue of volunteer uniform items?						
	Have guidelines been developed for the reimbursement						
	of expenses incurred by the volunteer.						

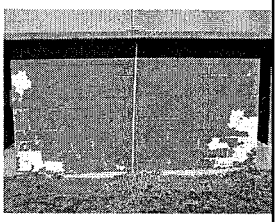
VOLUNTEER SUPERVISOR						YES	NO
	Has the supervisor been trained on supervising the Volunteer?						
	Has a training plan been initiated between the supervisor and the volunteer?						
	Has the supervisor gone over the safety AHA or JHA with the volunteer, signed the plan, and ensured the volunteer understands the aspects of each job?						
	Is the supervisor provided support from the VC and the Accepting Official?						
	Is the supervisor given full authority to remove unacceptable Volunteers from the program?						

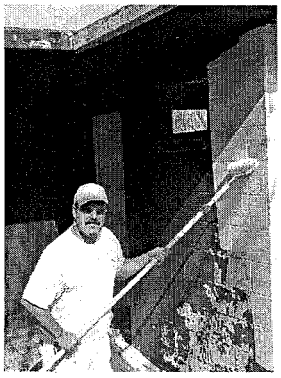
Cost to Paint Bathrooms and Picnic Shelters at Bardwell Lake



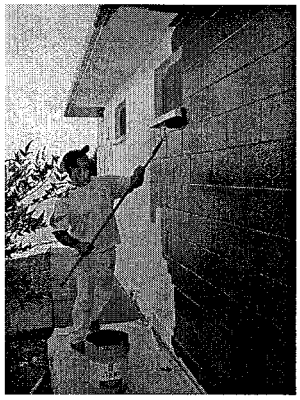
What they looked like before



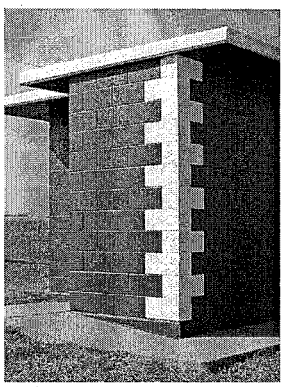




Adding First Coat of Block Filler



And then Paint



After

Park Hosts in Uniform

Ready to assist our Lake Visitors

PRODUCT DELIVERY TEAM (PDT) MEMBERSHIP INFORMATION

The Project Manager (PM) for the Volunteer PDT is Dorie Murphy in the Fort Worth District. The following table lists PDT members contact information.

Name	Role	Location	Phone	Email
Chris Byrd	PDT Member	CESWF-OD-TN	817-886-1569	Chris. Byrd@swf02.usace.army.mil
James Chambers	PDT Member	CESWF-OD-CN	830-964-3341	James.D.Chambers@swf02.usace.army.mil
Judd McNett	PDT Member	CESWF-OD-SR	409-384-5716	Judd.McNett@swf02.usace.army.mil
Eric Pedersen	PDT Member	CESWF-OD-LA	972-442-3141 x228	Eric.C.Pedersen@swf02.usace.army.mil
Dorie Murphy	PM	CESWF-OD -BR	972-875-5711	Dorie.Nicholson@swf02.usace.army.mil
Marcus Schimank	PDT Member	CESWF-OD-SH	254-939-2461	Marcus.W.Schimank@swf02.usace.army.mil
Emily Tennill	PDT Member	CESWF-OD-EF	469-645-9078	Emily.C.Tennill@swf02.usace.army.mil
Jeff Veselka	PDT Member	CESWF-OD-WH	254-622-3332	Jeff.D.Veselka@swf02.usace.army.mil
Craig Edmondson	PDT Member	CESWF-OD-PW	903-838-8781 x114	Craig.k.edmondson@swf02.usace.army.mil

Links to Corps ERs and EPs Must follow guidance from Head Quarters)\

http://www.usace.army.mil/publications/eng-regs/er1130-2-500/c-10.pdf - ER 1330-2-500 Chapter 10, specific Guidance on Volunteers

http://www.usace.army.mil/publications/ - Links to all US Army Corps of Engineers Regulations and Pamphlets. EP 1130-2-500 Chapter 10, EP 1130-2-429 are specific to the management of volunteers.

Helpful Websites:

http://www.energizeinc.com/ - Online resource for leaders of volunteers. Features numerous helpful articles, resources, and a network of volunteer professionals.

http://www.leader-values.com/ - Online resource centering on leadership techniques, challenges and strategies.

http://www.leadertoleader.org/ - Online resource which features a "Knowledge Center" for sharing research results on leadership, management and strategy including work in the volunteer sector.

http://www.merrillassociates.com/ - Online resource for volunteer management strategies and information.

http://oklahoma4h.okstate.edu/edu/docs/vms/VMS_Manual.pdf - Another example of a Volunteer Management manual by the Oklahoma Cooperative Extension Service.

http://www.energizeinc.com/prof/dovia/tx.html - Directors of Volunteers in Agencies - Local chapters provide networking and support for local volunteer directors. Check to see if there is a local chapter near you.

Helpful Books:

"Volunteer Management: Mobilizing all the Resources of the Community" By Steve McCurley and Rick Lynch

"*It's My Job: A Guide for Developing Job Descriptions."*