

Other

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HMIS General Hazard Analysis

Revision 1, Change 3

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- No USQ Required

JHA: Administrative

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Change Summary

Description of Change

Editorial corrections identified by annual required reading assignments for all HMIS employees.

1.0 PURPOSE

This General Hazard Analysis (GHA) covers general work activities performed routinely with limited work instructions or where work instructions are not required. The controls listed in this hazard analysis are provided for all employees to utilize, when applicable, in the performance of their daily work.

2.0 SCOPE

As a Level 1 document, this hazard analysis applies to all personnel employed by the Hanford Mission Essential Services Contract (HMESC) and subcontractors performing work on the Hanford site as applicable to each employee's/worker's assigned scope of work. This hazard analysis applies to hazards not addressed in work instructions or technical procedures. The hazards identified in this document are a broad cadre of items commonly encountered during the performance of daily routine activities. Any employee may rarely, if ever encounter some of these hazards based on his or her assigned duties. The employee should, however, be able to recognize the hazard, be aware of and able to implement needed control measures. This general hazard analysis is to be used in conjunction with the Craft Specific Hazard Analyses when craft specific activities are involved. The GHA is also to be used in conjunction with other forms of hazard analysis used for the more complex, higher risk aspects of the activity as specified in HMIS-PRO-SP-079, *Job Hazard Analysis*.

3.0 USE

Workers are expected to consistently apply the controls specified in this document, be able to recognize and know how to mitigate the hazards covered in this GHA based on their general knowledge and basic orientation as applicable to his or her job assignment. All HMIS employees will complete the required reading assignment of the GHA on an annual basis. When applicable, this GHA document is to be used in conjunction with other Craft Specific Hazard Analysis (CSHA) documents, as well as applicable forms, permits, and plans as described in the requirements of HMIS-PRO-SP-079, Appendix B "Initial Hazard Analysis Determination Criteria" and Appendix C "Subcontractor Hazard Analysis." If a task involves hazards that are not addressed in this GHA, in an applicable CSHA, or in an activity/hazard specific plan, form, or permit, an activity-based job hazards analysis shall be conducted in accordance with HMIS-PRO-SP-079.

Controls listed in the General Hazard Analysis are subject to the judgment of appropriate Subject Matter Experts (SME). Such a SME may determine that a control measure specified herein is not appropriate or is likely to increase hazards due to the unique work conditions or work environment. In such case, the SME has the authority to waive or establish alternative controls for a specific work evolution. The SME shall document the alternative control(s) in a current hazard analysis in accordance with HMIS-PRO-SP-079.

The following rules shall be followed and should be reviewed often and reinforced by peers and supervisors at safety or staff meetings, tailgates, or by just walking around. They are a cornerstone in working safely.

- **Pay attention to your surroundings** before starting and while you are working. Watch for changes including nearby or overlapping activities. You should stop whatever you are doing if your attention is drifting or there is any reason you may not be able to give 100% of your attention to your work. Remember that intentional distractions and horseplay at work are never acceptable.
- **Stretch** prior, during and after physical activity. Whether it be at the jobsite or at the office, ensure you have properly prepared your body for physical exertion and repetitive motion. Stretching prepares the body for physical work, increases flexibility, prevents muscle strains and promotes overall wellness. Perform stretches prior to performing work activities and throughout the day to maintain flexibility. While performing office duties, it is recommended to get up, stretch and move around regularly once every hour for one to three minutes.
- **Maintain situational awareness** while you are working. You should be looking for error traps (i.e., error-likely situations) brought on by the environment, housekeeping, travel path, or the conditions of the location at the worksite.
- **Utilize the correct PPE** as specified herein for hazards that are present. Comply with site specific PPE postings and requirements. Ensure that pre-use inspections of PPE are performed prior to use.
- **Assess your physical capabilities.** It is expected that if you have any doubts about your ability to physically perform a task that you work with your supervisor and get the right help or equipment to perform the task safely. Only you know if the task you are getting ready to perform is within your capabilities to handle. If you are unsure, ask for help with a physical task. Pay attention to when you should take more time to move or lift something.
- **Use deliberate speed** in doing your work. Whether it be at the job site, at the office, or somewhere in between; take time to pay attention and understand your situation.
- **Ensure engineered or designed safety controls are in place.** Have a questioning attitude about the equipment and work location. If it seems like engineered safety controls such as guard rails, ventilation systems, equipment guards, limit switches, etc., should be in place and are not, or appear to be inoperable, stop the work and get the design authority and/or safety professional involved.
- **Manufacturer Instructions.** Read and understand user manuals and/or manufacturer instructions for all tools and equipment you use. Especially when operating new tools and equipment.

- **General Personal Protective Equipment Requirements.** Administrative areas, such as, offices, lunchrooms, break rooms, meeting rooms, restrooms, vehicles, parking lots, and common access routes between buildings and parking lots are excluded from PPE requirements unless performing fieldwork in these areas, and/or hazards in the environment dictate otherwise. Wear the following PPE as a minimum unless addressed in a job specific job hazard analysis:
 - Safety glasses with side shields or equivalent
 - Shirt with sleeves over the shoulder
 - Full length pants
 - Substantial footwear

- **Water for consumption in the field.** Please adhere to the following storage and handling guidelines:
 - When ordering bottled water for consumption on site, please limit volume to what will be consumed in 30 to 60 days.
 - Use first-in first-out practices to ensure the water is consumed within the expiration date.
 - When water is delivered to the building, make sure it is expeditiously brought inside to avoid direct sunlight as much as possible.
 - Ensure that water bottles returned from field use are consumed prior to utilizing additional water supplies.

The following are activities, their potential hazards, and related control measures common to everyday work. All HMIS employees are expected to be aware of these hazards and understand when and how to implement the control measures as applicable to their assigned work duties.

	Activity	Hazard	Control
	Aerial Lifts / Elevating Work Platforms (JHA Checklist #2)		
1	Operating or riding in an aerial lift/elevating work platform within the scope and requirements of HMIS-RD-SP-10972, <i>Elevating Work Platforms</i> , such that no Fall Protection Work Permit is required. • <i>This GHA does NOT apply to operating a lift within 20 feet of an overhead power line. It also does NOT apply if</i>	Falls	<ul style="list-style-type: none"> • During use of boom-supported elevating platforms, personal fall protection shall be worn, with proper attachment of a lanyard to an approved anchorage point on the equipment at the platform position per manufacturer’s instructions/requirements.
		Personnel injury due to equipment failure	<ul style="list-style-type: none"> • Perform pre-use inspection.
		Personnel struck by hazard	<ul style="list-style-type: none"> • Barricade or control work area as required to keep unauthorized personnel out of the work area.

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	<p><i>modifications have been made to the lift (that have not yet been validated by an engineer and/or the manufacturer). In such cases additional hazard analysis is required.</i></p> <ul style="list-style-type: none"> • <i>This GHA does NOT apply to personnel lifts during high winds.</i> 	<p>Pinch points</p> <hr/> <p>Electrical shock, burns, Contact with overhead obstructions</p> <hr/> <p>Personnel injury due to tip over</p>	<ul style="list-style-type: none"> • Be aware of and stay clear of mechanical pinch points. • Maintain at least 20 feet from overhead power lines. • Identify and control potential ground level and overhead hazards that may affect elevating work platform safe operation. • When operating on uneven surfaces, <ul style="list-style-type: none"> ○ Set brakes ○ Set stabilizers ○ Do not move mobile lift while the load is extended.
	<p style="text-align: center;">Administrative Actions (Training, Staffing, etc.)</p> <ul style="list-style-type: none"> • Operators shall complete the appropriate course for the class of lift, and successfully complete any required OJE. 		
	<p style="text-align: center;">Beryllium (<i>JHA Checklist #5</i>) See DOE-0342, <i>Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)</i>,</p>		
2	<p>Non-Beryllium Related Work While Working in a Beryllium Controlled Facility (BCF)</p> <p><i>This section does NOT apply to any work in a Beryllium Regulated Area (BRA), a Beryllium Controlled Area (BCA), or intrusive work in a Beryllium Suspect Area (BSA) or equipment suspected of internal Beryllium contamination. Such work requires a Beryllium Work Permit (BWP).</i></p>	<p>Beryllium exposure</p>	<ul style="list-style-type: none"> • Comply with the Beryllium posting requirements. • Ensure the area where the work is performed is not a BRA or BCA. • When performing activities in a BSA, do not alter or modify the area, room, or work area. Do not breach or open items, systems, machinery, ducting, motors or other equipment, including electrical equipment.
	<p style="text-align: center;">Administrative Actions (training, staffing, etc.)</p> <ul style="list-style-type: none"> • The Hanford Site Beryllium Controlled Facility List can be found at: http://www.hanford.gov/page.cfm/BerylliumFacilitiesAreas. 		
	<p style="text-align: center;">Chemical Use / Exposure (<i>JHA Checklist #8</i>)</p>		
3	<p>Exposure to low Hazard Chemicals</p> <p>Applies only to the following chemical ratings / categories as indicated on the SDS / MSDS:</p>	<p>Low hazard chemicals may be harmful if swallowed, inhaled, or may cause mild skin irritation.</p>	<ul style="list-style-type: none"> • Use the chemicals following the manufacturer's intended use only. • When working with or around these chemicals follow directions provided on the manufacturer's label / in the SDS / MSDS.

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	<ul style="list-style-type: none"> Rated as 0 or 1 NFPA; health, Reactivity, & Flammability, GHS hazard Type G, category 5 or no hazard category. <p><i>The use of any chemicals with more significant hazard ratings/categories requires additional hazard analysis. (NOTE: 5 is the least significant GHS hazard category, where 0 is the least NFPA hazard rating)</i></p>	<p>Review the SDS / MSDS for specific hazards.</p> <p>Exposure to unknown/unintended chemical hazards</p> <p>The properties of some chemicals may change over time, introducing new hazards if they are stored beyond their expiration date.</p>	<ul style="list-style-type: none"> Check container labeling to verify you are using the intended chemical. Do not use the chemical if it is past the expiration date.
<p>General Tasks with Ergonomic Hazards (<i>JHA Checklist #11</i>) (See HMIS-PRO-SP-62772, <i>Ergonomics</i>, or HMIS-GD-SP- 8800, <i>Office Safety</i>)</p>			
4	<p>Ergonomic (Office/general workstation)</p>	<p>Repetitive motion injuries, carpal tunnel, eye or neck strain</p>	<ul style="list-style-type: none"> If you begin experiencing muscle fatigue or discomfort, contact your supervisor or safety and health representative and request an ergonomic evaluation of your work area. Limit intensive keyboard keying activities to no more than seven hours per day (limit to no more than four hours per day if wrist is deviated, i.e., bent greater than 30°).
5	<p>Weight / Force</p> <p><i>This GHA does NOT apply to the following:</i></p> <ul style="list-style-type: none"> <i>Lifting objects that exceed physical capabilities, EJTA lifting limits or greater than 55 pounds.</i> <i>Performing work in awkward postures more than 4 hours per day.</i> 	<p>Lower back pain and injuries</p> <p>Back and shoulder injuries are common due to twisting or lifting things too far from the body.</p> <p>Shoulder injuries occur due to lifting things above the head or moving things repeatedly.</p>	<ul style="list-style-type: none"> Plan the lift. Clear the travel path prior to carrying an object. Avoid lifting or pushing/pulling until you have warmed up and stretched. Use more than one person when lifting heavy, awkward or unbalanced objects. Use your legs to lift not your back. Use your feet to turn not your waist. Keep weight close to the body. Use hand carts or lifting devices or other mechanical means whenever possible to reduce the amount of manual handling. Take rest breaks to relieve fatigued muscles and tendons. Rotate as needed with co-workers to perform heavy, frequent or awkward work activities that cause physical fatigue.

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6	Material Handling	Splinters, sharp edges	<ul style="list-style-type: none"> Wear gloves for handling metal items or items with possible sharp edges.
		Slip, trip, fall, struck by injury	<ul style="list-style-type: none"> Keep aisles and passageways clear and in good repair. Secure materials to prevent materials from sliding, falling, or collapsing.
		Strains, sprains due to weight, awkward motion / position	<ul style="list-style-type: none"> Use mechanical means (carts, hand truck, pallet jack, etc.) for lifting or moving materials when practical. (for controls regarding mechanical means refer to Activities 29 and 30)
7	Work Over Head <i>Working overhead is where the worker's head is held at an angle greater than 30 degrees of normal.</i>	Strains, pulls	<ul style="list-style-type: none"> Where practical move your work to eliminate the need to perform work overhead. Limit activity to no more than 4 hours per day.
		Falling/dropped objects causing eye, head, and back injuries	<ul style="list-style-type: none"> Wear head protection (hard hat) for falling object hazard and safety glasses/goggles.
8	Kneeling Motions <i>Does NOT apply to kneeling, squatting or crawling more than 4 hours per day.</i>	Knee joint injury	<ul style="list-style-type: none"> Wear knee pads and/or use mats.
		Skin abrasions to the hands	<ul style="list-style-type: none"> Wear gloves when on rough and/or hard surfaces and during prolonged or repetitive activities.
		Muscle and back strain	<ul style="list-style-type: none"> Use slow and deliberate motions.
9	Crawling Motions (i.e., attic, crawl spaces, low clearance areas)	Knee joint injury	<ul style="list-style-type: none"> Wear knee pads.
		Skin abrasions to the hands	<ul style="list-style-type: none"> Wear gloves on rough/jagged surfaces.
		Bumps, bruises, pulls, strains, and head injuries	<ul style="list-style-type: none"> Limit distance crawling. Wear head protection for overhead obstructions: attics, crawl spaces, etc.
10	Moving Objects Pulling/Pushing	Muscle pain or injury	<ul style="list-style-type: none"> Think through how you are going to move the object. Use your core muscles Keep your fingers and toes out of the way to prevent injuring them. Maintain good footing and good gripping to prevent unintended shifts or slips. Check equipment (e.g., brakes/releases on pallet jacks, cinch straps on appliance dollies, etc.) prior to use to ensure equipment is in good working order.

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11	Repetitive Motion	Muscle pain or injury	<ul style="list-style-type: none"> • Take regular breaks to stretch at least once an hour if no change in muscle group use. • Vary your work in any way possible, i.e. <ol style="list-style-type: none"> 1. Switch between tasks that require the use of different muscle groups. 2. Complete your work using more than one technique. 3. Switch between both hands to prevent overusing any one hand. • Avoid tight grips on tools.
12	Hand-Arm Vibration <i>This GHA does NOT allow / prescribe controls for working with tools / equipment that creates moderate hand / arm vibration more than 4 hours per day or high vibration for more than 1 hour per day.</i>	Nerve damage	<ul style="list-style-type: none"> • Limit use of grinders, sander, jigsaws, or other tools that generate moderate vibration to no more than 4 hours per day. • Limit use of impact wrenches, carpet strippers, chain saws, percussive tools, (jackhammers, scalars, riveting or chipping hammers), or other tools that generate high vibration to no more than one hour per day.
13	Climbing Motions (i.e., stairs, fixed ladders, or ramps) <i>This GHA activity does NOT include working from a ladder (See activity titled: Using Ladders...)</i> <i>This GHA does NOT apply to using a ladder for access to surfaces more than 24 feet above the surface below. Any such ascent requires a Fall Protection Work Permit.</i>	Slips, trips, and falls	<ul style="list-style-type: none"> • Use handrails and foot holds. • Keep your hands free of items. • Minimize turning while going up or down stairs. • Report unstable or questionable railing, ramps, stairs, or fixed ladders, to the building administrator. • When ascending or descending a ladder use three points contact. • When practical use equipment such as elevator, aerial lift/scissor lift to minimize climbing and carrying objects. • Watch footing.
14	Work Lying on Back or Side	Muscle strain, contusions	<ul style="list-style-type: none"> • Consider using pads on rough surfaces. • Consider using creepers on smooth surfaces. • Use head and neck support for prolonged or repetitive activities.

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		Eye injury, crushed or struck by falling objects or debris	<ul style="list-style-type: none"> • Ensure heavy objects are appropriately supported and secured. • Wear safety glasses.
General Industrial Hygiene Hazards (JHA Checklist #17)			
<p>15</p>	<p>Working near Insects, snakes, or rodents See HMIS-PRO-SP-45039, <i>Biological Hazards (Including Blood borne Pathogens)</i></p> <p><i>This GHA does NOT cover work where there is a potential for contact with non-regulated biological hazards (animal residue (feces, urine), animal carcasses or regulated (human) biological hazards. If so, stop work, contact Supervisor for cleanup protocol when blood, urine, feces or animal carcasses are encountered.</i></p>	Stings or bites, allergic reactions	<ul style="list-style-type: none"> • Shake out clothing and shoes or boots. • Do a thorough inspection of clothing or PPE prior to its use. • Avoid bright flowery clothing. • Inspect work areas for indication of hives, webs or nests. • Avoid the use of perfumes or colognes. • Wear long sleeves. • Be able to see where you are reaching into. • Avoid slapping or swatting at bees or wasps. • Wipe sweat from neck and face routinely. • When snakes are in the work area, or if there is a large number of insects, rodents, animal droppings, or other biological hazards stop work and contact Pest Control at 376-PEST (7378) to control bugs, snakes, and rodents. • Assume all animal carcasses or residue are infectious and may be radiologically contaminated if discovered north of the 1100 Area.
<p>16</p>	<p>Working Outside in Hot, Sunny, or Bright Environments. See HMIS-PRO-SP-121, <i>Heat Stress Control.</i></p> <p><i>This GHA does NOT apply to activities that require physiological monitoring. Such activities require additional hazard analysis.</i></p> <p><i>Does NOT apply to work when the ambient temperature is greater than 85°F or if the temperature is above 77°F and includes PPE, high humidity, enclosures, or strenuous activity.</i></p>	Heat stroke, heat exhaustion, dehydration, and other heat related injuries	<ul style="list-style-type: none"> • To reduce exposure to sun, wear light colored clothing. • Wear sun protection (shaded glasses, sunscreen, and hat with bill) where possible/feasible. • Drink sufficient liquids. Recommend 8oz of cool water every hour. • Take frequent breaks in cooler areas as needed. <p>Administrative actions (training, staffing, etc.) If conditions are above temperature criteria at left, management/supervision are to review planned work load and anticipated Wet Bulb Globe Temperature (WBGT) readings from Hanford Meteorological web site at: http://www.hanford.gov/page.cfm/HMS or to review local instrumentation for current WBGT temperature and required Work/Rest constraints, or collaborate with IH to obtain controls and/or WBGT monitoring.</p>

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	Activity	Hazard	Control
17	Working Outside in Cold, Ice, Snow, or Frosty Environments	Frost bite, hypothermia, dehydration	<ul style="list-style-type: none"> • Don cold weather gear (e.g., winter clothes, gloves, and boots). • Limit time exposed to the conditions. • Drink plenty of liquids. • Take breaks in warm areas.
		Slips, trips, and falls	<ul style="list-style-type: none"> • De-ice the work area as feasible. • Wear traction devices when slippery conditions exist in the workplace.
18	Working in proximity to the Tank Farms <i>This activity does NOT describe hazards and hazard controls associated with tank farm entry.</i>	Exposure to chemical vapors and odors	<ul style="list-style-type: none"> • If odors are detected leave the area and notify HMIS immediate supervisor and contact Tank Farm Shift Office Central Shift Manager (509)373-2689.
		Administrative Actions (Training, Staffing, etc.) <ul style="list-style-type: none"> • Notify H2C Central Shift Office prior to performing work activities around the tank farms. • Establish continuous communications with the H2C Central Shift Office during these work activities. 	
General Industrial Safety Hazards (JHA Checklist Item #18)			
19	Working in Areas Where there is a Danger of Head Injury	Struck by falling objects, cut, laceration, neck injury, and body injury	<ul style="list-style-type: none"> • Hardhats (conforming to the specifications of ANSI Z89.1) will be worn wherever there is a danger of head injury from falling objects, electric shock/burns from contact with electrical equipment, or in posted hard hat areas. • Mark or remove hazards when possible. • Install barriers to prevent collocated personnel from accessing area.
20	Working in Areas where there is a Danger of Foot Injury due to Falling or Rolling Objects, or Objects Piercing the Sole, (See HMIS-PRO-SP-45009, <i>Personal Protective Equipment and Cold Weather Gear</i> , (Section 4.5))	Foot struck by falling objects, cut, laceration or crushed	<ul style="list-style-type: none"> • Wear substantial footwear in all general work areas. Wear ASTM F2413-05 (formerly ANSI Z41) compliant protective footwear in posted areas or where there is potential foot injury due to falling or rolling objects or objects piercing the sole have been identified. • To the extent possible secure object to prevent falling or inadvertent moving/rolling. • Perform housekeeping to control objects that could pierce the sole.
21	Working Outside During High Winds See HMIS-PRO-SP-28034, <i>Adverse Weather</i> See HMIS-PRO-SP-45009, <i>Personal Protective</i>	Eye injuries, struck by	<ul style="list-style-type: none"> • Know the means to receive/communicate any adverse weather alerts transmitted by the Hanford Meteorological Station (HMS). • Limit activities during high winds due to flying objects; tumbleweeds, dirt, etc. • Secure/anchor lightweight materials.

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	Activity	Hazard	Control
	<p><i>Equipment and Cold Weather Gear, (Section 4.3)</i></p> <p><i>This section of the GHA does NOT apply to hoisting and rigging lifts deemed necessary during high winds.</i></p>		<ul style="list-style-type: none"> • Determine with supervision if the work task must be completed or if it can be deferred. • Wear goggles when sustained wind speeds are over 25 MPH. • Reduce driving speeds, open/close doors with vehicle pointed into the wind, turn on lights or flashers, use caution for pedestrians. • Perform a safety review of the work area to assure the wind has not created an unsafe condition. • Suspend elevated work when the sustained wind speed is 25 MPH or greater. • Stage/store materials/tools so that they do not become a flying object and become hazardous to others.
22	<p>Working Outside During Lightning Storms See HMIS-PRO-SP-28034, <i>Adverse Weather</i></p>	Shock, burn	<ul style="list-style-type: none"> • Suspend outside work if lightning is within 10 miles. • Suspend elevated equipment use if lightning is within 50-mile radius. • Go inside if there is 30 seconds or less between seeing lightning and hearing the thunder and remain there 30 minutes after the last sound of thunder. • Stay inside if lightning is within immediate area. • Avoid contact with items that are electrically conductive. • Contact the Hanford Weather Station: 509-373-2716, 509-373-2875 for updates.
23	<p>Working in Remote Locations and/or Working Alone (See HMIS-RD-SP-48351, <i>Working Alone</i>)</p>	Increases the risk due to difficult or delayed emergency response in the event of an injury or site emergency	<ul style="list-style-type: none"> • Two workers should be assigned when feasible so employees will not work alone in remote work locations (the <i>Two Man Rule</i>). • In situations where workers must work alone in remote work locations, establish a periodic check-in and response protocol. • Ensure the pre-job includes discussions of emergency response and suitable take-cover locations. • Establish a reliable method of communication (e.g., radio, telephone, etc.)
24	<p>Working in Areas with Poor Lighting (day, night, evening)</p>	Limited visibility	<ul style="list-style-type: none"> • Use portable lighting for dark conditions. • Have flashlight ready as backup for emergency exit.
General Use of Tools (<i>JHA Checklist #19</i>)			

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	Activity	Hazard	Control
25	Using Manual Hand Tools (i.e., hammer, chisel, punch, screwdriver, saw, file, etc.)	Cuts, scrapes, pinch points, punctures, and flying objects	<ul style="list-style-type: none"> • ONLY use hand tools as designed and for their intended use. • Minimize distractions while using the equipment and stay focused on task. • Wear safety glasses and appropriate gloves. • Activities with potential for flying objects require a face shield.
26	Using Tools/Machinery - General (including gas or electric power tools, stationary power tools, and other electrical equipment including office equipment.) <i>Does NOT apply to tools that require the determination of PPE beyond that which is posted. Work with project supervision and IH to determine if any such hazards could cause the job to be beyond skill based.</i> <i>This GHA does NOT apply to the use of sparks/flame producing tools. The use of such tools requires a hot work permit or specific hot work permitted shop area designation.</i>	Electrical shock / arc	<ul style="list-style-type: none"> • Isolate energy source to service, adjust tooling, or change bit/blade. • Conduct Pre-Use Inspections; tool/equipment is in working condition, electrical wires/cords are in good condition. • Never operate electrical equipment while standing in water or wet areas. • Use battery powered tool, if feasible. • Verify all electrical equipment that operates at greater than 50 volts, has an OSHA Nationally Recognized Testing Laboratory (NRTL) tag or has been tagged by the Authority Having Jurisdiction (AHJ). • Do not daisy chain extension cords, • Use Ground-fault circuit interrupters (GFCIs) or an assured equipment grounding conductor program on all handheld AC electric power tools and equipment used with temporary wiring methods or extension cord sets.
		Fire / Explosion	<ul style="list-style-type: none"> • Use caution when refueling, do not smoke while refueling, do not top off / avoid spillage.
		Cuts, bruises, amputation, or crushing injuries	<ul style="list-style-type: none"> • Do not alter or modify the tools, equipment, or cords without manufacturer's permission or engineering analysis. • Conduct Pre-Use Inspections; tool/equipment is in working condition, ensure guards are in place, blade/bit/tool is sharp, tooling is attached correctly, verify wheel/tool/RPM is acceptable, lubrication system is functional, three prong plug has not been altered. • Never operate unless all guards and safety features are in place and operating properly. • Ensure/adjust tool cutting speed for material being cut. • Establish safe work area for you and co-workers; signs, barricades, traffic control (vehicle and personnel) shields/screens, proper lighting, hearing

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	Activity	Hazard	Control
			<p>protection, flying object protection, signage indicating PPE requirements.</p> <ul style="list-style-type: none"> • Activities with potential for flying objects will require a face shield. • Secure or remove loose fitting items (badge, necklace, tie, loose sleeves) to prevent entanglement in blades, belts, drums, rollers, or pulleys. • Establish / ensure adequate clearances exist under work for drilling. • Ensure chuck key or other adjusting tools have been removed and stored in a safe manner. • Minimize outside distractions and stay focused on tool use. • Perform housekeeping after the task to eliminate additional hazards. • Keep body parts away from blades, rollers, belts, and bits.
27	<p>Use of Brooms, Shovels, and Similar Tools (i.e., sweeping, shoveling, brushing, vacuuming, etc.)</p>	<p>Slips, trips, falls, muscle pulls, strains and other overexertion injuries</p>	<ul style="list-style-type: none"> • Use tools appropriate for the job. • Use ergonomic tools when feasible. • Use mechanical tools when feasible. • Minimize dust generation by using wet methods, sweeping compounds, or vacuuming. • Evaluate area for trip hazards.
28	<p>Using Air Operated Hand Tools * (i.e., hammer, drill, grinder, impact wrench, jack hammer, etc.)</p> <p><i>This GHA does NOT apply to activities that require the use of these tools for a duration greater than 1 hour per shift. Such work requires additional hazard analysis (Site Form A-6006-299)</i></p> <p>(See HMIS-PRO-SP-45009, Section 4.3, "Eye and Face Protection")</p>	<p>Flying objects, sparks/fire, puncture, pressure, noise, rotating equipment, defective hose, over-pressurize, tripping, and exhaust (fumes, oil, and dust)</p>	<ul style="list-style-type: none"> • Wear appropriate eye protection (minimum safety glasses with side shields). • Ensure that the hose is protected from physical damage. • Conduct Pre-Use Inspections; tool/equipment is in working condition, air lines are in good condition and connections are secure, pressure settings are correct, ensure guards are in place, blade/bit/tool is sharp, tooling is attached correctly, verify wheel/tool/RPM is acceptable, lubrication system is functional, three prong plug (where applicable) has not been altered. • Remove loose debris from the work area. • Bleed pressure from system before servicing or disconnecting tools. • Activities with potential for flying objects will require face shield. • Vibration resistant gloves are available. • Verification of proper air pressure and attaching safety straps to hoses may be necessary.
29	<p>Using Hand Trucks, Carts, or Bottle Carts</p>	<p>Strains, sprains,</p>	<ul style="list-style-type: none"> • Select equipment that has an adequate load capacity and is stable.

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Administrative

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	Activity	Hazard	Control
		dropped loads and puncture	<ul style="list-style-type: none"> • Follow the manufacturer's instructions for use. • Secure or stabilize the loads to truck/cart. • Limit the amount of pulling and pushing. • Obtain assistance for awkward or heavy loads.
30 Using Forklift Trucks, Pallet Jacks, and Powered Pallet Jacks. <i>This GHA does NOT apply to:</i> <ul style="list-style-type: none"> • Operating within 20 feet of an overhead power line • Modifications that have been made to the lift (that have NOT yet been validated by an engineer and/or the manufacturer) • The use of special attachments • The use of forklift trucks on rough, uneven terrain • Operating a forklift outside the designed center of balance <i>In any such case, additional hazard analysis is required.</i>		Strains, sprains, struck by, and caught between	<ul style="list-style-type: none"> • Use power operated equipment as first option. • Stay within equipment capabilities, weight and stability. • Obtain assistance for awkward or heavy loads (may include a spotter, someone to help balance or guide the load).
		Dropped loads	<ul style="list-style-type: none"> • Perform pre-use inspection. • Keep unauthorized personnel out of the work area. • Be aware of and stay clear of mechanical pinch points. • Identify travel path or route. • Be aware of obstacles, bumps, changes in elevation, nearby structures, etc. • Do not speed, operate at a safe speed with due regard for traffic and conditions. • Use a spotter(s) when vision is obscured in any direction. Operator and spotter(s) will maintain agreed upon a means of communication (verbal, radio, hand signals, etc.)
		Administrative Actions	
31	Working with or near Sharp Objects, Using Cutting Tools (i.e., scissors, knife)	Cuts, scrapes, or punctures	<ul style="list-style-type: none"> • Use proper tools for the task at hand. • Use at minimum leather gloves or equivalent suited for the task. • Keep your eyes and your mind focused on the task. • Do not use your hands or fingers to test how sharp something is. • Never try cutting something by pulling the blade towards you. • While handling or near sharp objects, keep the location of all body parts in mind.

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	Activity	Hazard	Control
32	Using Lithium-Ion Battery Powered Tools and Equipment	Fire/explosion	<ul style="list-style-type: none"> • Avoid exposing batteries to excessive heat or cold. • Avoid storing batteries in vehicles or direct sunlight. • Follow manufacturer recommendations regarding storage and charging. • Stop using your device if the battery shows signs of damage, such as an unusual odor, excessive heat, popping sounds, swelling, or change in color, and contact HFD.
High Noise (JHA Checklist #23)			
33	Working in Noisy Environments See HMIS-RD-SP-11812, <i>Occupational Noise Exposure and Hearing Conservation</i> . Applies to noisy environments that have been previously evaluated and posted or otherwise similarly communicated (when posting is NOT practical), with noise warning and PPE requirements. <i>All other high noise activities and/or environments shall be evaluated in accordance with HMIS-PRO-SP-079, Appendix B.</i>	Hearing loss	<ul style="list-style-type: none"> • Eliminate unnecessary noises, turning off other equipment, radios, or by moving the work area, etc. • Locate noise producing equipment (e.g., generators, light plant, etc.) as far away as practicable to limit sound levels in work area. • Follow posted/established requirement for hearing protection. • For questions relating to noise levels in specific work areas contact project supervision for more information. • Establish an alternate means of communication/notification if hearing protection inhibits the ability to hear emergency alarms. <p>Administrative Action (Training, Staffing, etc.)</p> <ul style="list-style-type: none"> • Employees assigned to work in noisy environments (≥ 85 dBA as an 8 hr TWA) shall be enrolled in the Hearing Conservation Program (HCP).
Ladder Use (JHA Checklist #25)			
34	Working from a ladder < 6 feet - Construction, or < 4 feet General Industry. Use of a fixed or portable ladder solely for access < 24 ft. (See HMIS-RD-SP-24243, <i>Portable and Fixed Ladders</i>) <i>This GHA does NOT apply to work from</i>	Electrical shock Fall or slip	<ul style="list-style-type: none"> • Select non-conductive ladder: fiberglass or wood when working near shock hazards. • Select and use ladder per manufacturer's recommendations. • Perform pre-use inspection and verify annual inspection is current and the ladder is in good condition. • Do not exceed the maximum intended load. • Use only for the purpose for which they were designed. • Use the three-point contact rule when ascending/descending a ladder.

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Administrative

	Activity	Hazard	Control
	<p><i>ladders at elevations ≥ 6 feet for construction or ≥ 4 feet for general industry. Work at elevations equal to or greater than these heights require additional analysis (i.e., a fall protection work permit A-6004-286).</i></p> <p><i>This GHA does NOT apply to work above dangerous equipment or above a water hazard. Such work requires additional hazard analysis.</i></p> <p><i>Access > 24 feet: This GHA does NOT apply to using a ladder for access to surfaces more than 24 feet above the surface below. Any such ascent requires a Fall Protection Work Permit.</i></p> <p><i>This GHA does NOT apply to fixed ladders, step bolts and manhole steps that have been determined to be non-compliant with design requirements (indicated by an attached brass inspection tag). Use of such equipment requires a fall protection work permit A-6004-286 or a Fixed Ladder Use Justification Form A-6006-510.</i></p>		<ul style="list-style-type: none"> • Do not use the top or top step of stepladder as a step except on ladders designed to allow such use such as a platform or pulpit ladder. • Do not use a portable ladder where work may involve pushing, pulling, sudden transfer of weight, dynamic body movement or leverage, operation of power tools that produce a high level of torque, or other motion that might generate a sideways force significant enough to destabilize the ladder. • Some possible methods of maintaining stability that <u>may</u> be used include (but are not limited to): <ul style="list-style-type: none"> ○ Three-points contact maintained during performance of task ○ Ladder secured to a fixed object ○ Co-worker holds ladder while user is on ladder ○ Maintain belt buckle within ladder rails – do not overreach or lean to the side of the ladder • When working on a rolling ladder with a platform secure the chain separating the stairs and the work platform prior to beginning work (if equipped). • Lock or secure all wheels on rolling ladders prior to use. • Ensure fixed ladders have been inspected and determined available for use. • For straight and extension ladders maintain a 4 to 1 raise to base ratio. <p>Administrative, (Training, Staffing, etc.)</p> <ul style="list-style-type: none"> • Ladder users must complete online training course number 044391 “Portable Ladder Safety Training” prior to using a ladder. FPWPs developed for or used for ladders when the fall exposure is less than 10 feet do not require authorized users to be briefed daily after receiving the initial briefing. Supervisors shall ensure that the FPWP is readily accessible to authorized users.
Vehicle Use (JHA Checklist #34)			
<p>35</p>	<p>Using a Government Vehicle See HMIS-RD-SP-9237, <i>Motor Vehicle Safety</i></p>	<p>Vehicle accidents</p>	<ul style="list-style-type: none"> • Ensure state driver’s license and any applicable endorsement is current and valid. • Conduct 360 degree walk around vehicle prior to movement of vehicle to be aware of any potential driving obstructions.

	Activity	Hazard	Control
			<ul style="list-style-type: none"> • If sitting in parked vehicle for extended period of time, ensure that 360 degree walk around is conducted prior to movement of vehicle. • Notify supervisor of defective equipment; do not drive vehicle if it is unsafe. • Secure all loads, bed, top rack, inside cab. • Enter and exit cab using handholds for support and control. • Limit use of cell phone, radio, or other similar distraction while driving; If cell phone use is necessary, must use hands free device. Be aware of crosswalk zones and lower speed zones requirements. • Use caution when operating doors in wind or on hills. • Use steps, ladder or a dock to access truck or van bed as appropriate for the vehicle. • Park in approved parking or only as determined appropriate for road construction or field work. • Comply with applicable state laws. • Wear seat belts while the vehicle is in motion.
		Fire / explosion	<ul style="list-style-type: none"> • Do not smoke when refueling. Do not top off to avoid spillage.
36	<p>Using a Government Vehicle Off-Road</p> <p>(Off-road is defined as areas other than a paved or maintained gravel/dirt roadway.) See HMIS-RD-SP-9237, <i>Motor Vehicle Safety</i> and HMIS-PRO-TRANS-483, <i>Government Vehicle and Fleet Equipment Operation, Additions and modifications.</i></p> <p><i>This GHA does NOT cover off road vehicle travel when:</i></p> <ul style="list-style-type: none"> • <i>The fire danger is extreme,</i> 	Wildfire	<ul style="list-style-type: none"> • Check Fire Marshal notices for off-road restrictions (typically during dry summer days), NOTE: <i>the Hanford Fire Marshal notices can be found in the Hanford Internet main screen by clicking on the message in the lower left corner.</i> • Ensure the vehicle is equipped with a two-way communication device, a fire extinguisher, and a shovel. • Do not park or drive over vegetation unless the vehicle is specially equipped to do so. • Periodically inspect the vehicle exhaust for any accumulation of vegetation. Allow the vehicle to cool and remove any accumulation as needed. • Know where the fire extinguisher and shovel are located in the vehicle. • Immediately report any grass/brush fire whether extinguished or not to the Hanford Fire Department.
		Vehicle accident / injury	<ul style="list-style-type: none"> • Wear seat belts while the vehicle is in motion. • Pay attention to surface conditions and ground clearance. • Avoid driving on a traverse grade (Sideways slope).

	Activity	Hazard	Control
	<ul style="list-style-type: none"> • <i>During red flag warning conditions.</i> • <i>Wind speeds are expected to be greater than 15 MPH and the fire danger level is high, or</i> • <i>The relative humidity is less than 15% and the fire danger level is high.</i> <p><i>When such conditions exist a Fire Marshal permit is required for any off-road vehicle travel.</i></p>	<p>Administrative Action, (Training, Staffing etc.)</p> <ul style="list-style-type: none"> • <i>Obtain prior supervisor approval or as previously approved (i.e., for routine safeguards and security operations).</i> 	<ul style="list-style-type: none"> • Secure items being hauled / carried in the vehicle (tools, equipment, etc.). • For some all-terrain vehicles, wear an approved helmet as specified by law or in the absence of an applicable law as recommended by the manufacturer.
<p>37</p>	<p>Working in Close Proximity to Vehicle Traffic</p>	<p>Struck by injuries</p>	<ul style="list-style-type: none"> • Wear high visibility (reflective) clothing. • Wear eye protection for possible flying debris. • Establish communication (e.g., flagging, hand signals, etc.) between drivers and ground crew if applicable to the work activity.
<p>Walking and Working Surfaces (JHA Checklist #35)</p>			
<p>38</p>	<p>Walking and Working on Rough, Slippery, Transitional, or Irregular Surfaces</p>	<p>Slips, trips, falls, resulting in bruises, lacerations, fractures and muscle sprains, strains, or tears</p>	<ul style="list-style-type: none"> • Inspect the travel path or work area for potential tripping hazards. • Remove tripping hazards whenever possible. • Maintain a clean and uncluttered work area. • Pay attention to where you are walking. • Pay attention when carrying bulky items. • Wear substantial footwear. • Keep your position balanced over your feet. • Pay attention to signs and postings. • If indoors ensure that appropriate signs or postings are in place around wet floors. • Use smaller (shorter) steps while walking. • Use caution when walking on painted surfaces. • Pay extra attention when changing positions (such as, kneeling, sitting down, or standing up). • Avoid walking backwards or carrying loads that block your view. <p>Employ the following precautions where ice/snow is present:</p> <ul style="list-style-type: none"> • Avoid walking in areas of ice or snow. Where possible, walk in areas that have been plowed / shoveled. • Use ice melt or salt on icy surfaces.

	Activity	Hazard	Control
	<ul style="list-style-type: none"> Work near water, ponds, cribs, lagoons, etc., where there is a potential to slip or trip and enter the water 	Drowning / contamination	<ul style="list-style-type: none"> Wear substantial footwear with tops higher than the snow depth and with good traction soles or traction devices. Keep both arms free to aid balance in case of a slip. Walk slowly through deep snow so that hidden articles (curb, etc.) do not cause a trip. Be aware that, even inside a building, your shoe soles will be slick from being wet or with stuck snow/ice. Report hazardous icy/slippery conditions that cannot be addressed immediately to your supervisor or building administrator. Don life jacket. Have ready a means of rescue/egress (e.g., ladder, ring buoy w/rope, rescue pole, etc.). Discuss rescue/decontamination provisions.
39	<p>Step Stool Use Walking and Working Surfaces <i>(JHA Checklist # 35)</i></p>	Fall or Slip	<ul style="list-style-type: none"> Personnel shall ensure that they are utilizing step stools in accordance with the manufacturer’s recommendations. When ascending/descending, employees should always face the step stool. When ascending/descending a step stool personnel should keep one hand free for stabilization on a nearby solid/stable structure if present. Do not overreach/overstretch to retrieve/relocate items that may cause a loss of balance. Ensure the area around the step stool is clear. Step stool shall only be used on level solid ground. Do not climb on a step stool in sandals, high heels or other open-toed footwear. <p>ADMINISTRATIVE ACTIONS:</p> <ul style="list-style-type: none"> Follow HMIS-RD-SP-24243, <i>Portable and Fixed Ladders</i> for duty ratings, top rail, ladder material, cyclic loading and performance guidelines.

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	Activity	Hazard	Control
40	<p>Using Scaffolding See HMIS-PRO-SP-095, <i>Scaffolding</i>.</p> <p><i>This GHA does NOT apply to scaffold erection, modification, or dismantling.</i></p>	<p>Fall, slip, drop tool</p>	<ul style="list-style-type: none"> • Use only scaffold designed for the intended purpose. • Ensure that the scaffold has a current inspection and is green tagged by a competent person prior to access. • Follow the instructions on the tag on any yellow tagged scaffolds. • Do not access any scaffold that is red tagged. • Ensure only essential personnel are allowed on or below the scaffold during and prior to starting work. • All personnel working below a scaffold must wear a hard hat and eye protection as appropriate for the work activity. <p>Administrative Action (Training, Staffing, etc.)</p> <ul style="list-style-type: none"> • Scaffold users must complete online training course number 044371 prior to accessing a scaffold.
<i>Other (JHA Checklist #37)</i>			
41	<p>Work during a declared epidemic/pandemic</p>	<p>A declared epidemic/pandemic, spread of infection</p>	<ul style="list-style-type: none"> • Stay home and away from others until you are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. • Enhance hygiene practices of washing hands and covering your cough.