

Delaware Water Gap National Recreation Area Job Safety Analysis Sheet

Job Category: Employees Working During COVID-19 Pandemic

Required Safety Training: Review of this JSA

Personal Protective Equipment: Varies

Tools Needed: Varies

Tasks	Hazards	Safety Procedures
Working during COVID-19 Pandemic	Contracting COVID-19	<p>1. Practice social distancing in the workplace. Avoid close contact with sick people. If unable to maintain social distancing (6ft.), wear cloth face covering or surgical mask.</p> <p>2. Avoid touching your eyes, nose, or mouth.</p> <p>3. Wash with soap and water to destroy the virus. Wash your hands for 20 seconds. Alcohol-based hand sanitizer that contains 60% -95% alcohol can be used where soap and water are not readily available.</p> <p>4. Clean and disinfect frequently touched objects and surfaces. EPA registered disinfectants will destroy the virus. https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf</p> <p>5. Practice Operational Leadership principles and assess your personal risk before conducting activities. Conduct risk assessments as needed using SPEs and/or GARs as applicable to determine whether each specific work activity should take place. (See attached SPE/GAR Card).</p> <p>Remember the 4 key principles of Operational Risk Management:</p> <ul style="list-style-type: none"> • Accept no unnecessary risk. • Make decisions at appropriate level. <ul style="list-style-type: none"> ○ Supervisors must ensure employees know how much risk is acceptable and when to elevate decisions on risk to a higher level. Employees are to make the final risk decisions <i>at or below</i> what management says is acceptable. • Accept risks only when benefits outweigh costs. • Integrate risk management into planning as early as possible, and at every level.
	Working Alone or in Remote Areas	<p>1. Due to the limited staffing during the COVID-19 pandemic, employees working alone should contact the communication center on their radio and/or cell phone to report a task they are going to perform and an estimated time of completion. Once finished, the employee should contact the communication center and report that the task has been completed.</p> <p>2. Ensure communication devices are charged and functional.</p> <p>3. Carry hand sanitizer if soap and water are not readily available.</p> <p>4. Maintain situational awareness and use Operational Leadership Principles.</p>

	Encounters with the Public	<p>1. Maintain situational awareness. If a visitor begins to approach, let them know you are maintaining social distancing (standing at least 6 feet away from visitors). Assist visitors from a distance if possible. If unable to maintain social distancing guidelines, wear non-N95 mask or homemade cloth face covering.</p> <p>2. If unable to assist visitors from a distance (LE, medical response), ensure proper PPE is worn, including N-95 masks, nitrile gloves, and eye protection.</p>
	Sick/Unwell Employees	<p>1. Supervisors – Monitor staff. Remain aware of employee’s physical and mental health.</p> <p>2. Employees who have <u>symptoms</u> (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home. Employee should contact their primary care physician to determine need for testing. Employees should keep supervisors aware of their condition.</p> <p>3. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with Region 1 Public Health, healthcare providers and state and local health departments.</p> <p>4. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.</p> <p>5. If employee tests positive for COVID-19, contact Park Safety Officer and Region 1 Public Health. Follow CDC guidance for facility cleaning. https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html</p> <ul style="list-style-type: none"> • Close off areas used by the sick person. • Open outside doors and windows to increase air circulation in the area. Wait 24 hours (or as long as possible) before you clean or disinfect. • Clean and disinfect all areas used by the sick person.
Accident Documentation and Procedures	Injury/Illness	<p>1. In cases of emergency, depending on severity, contact the communication center and supervisor.</p> <p>2. Report all incidents, even minor, to your supervisor and Safety Officer.</p> <p>3. Enter information into SMIS and ECOMP</p> <p>4. DOI Occupational Safety and Health has created a detailed explanation for the reporting and determination of work-relatedness for all cases of COVID-19. https://www.smis.doi.gov/SMIS_Help/CoronaVirus.html</p>

GAR Operational Risk Management Assessment

Rate 1-10 → Any category rated > 5 should receive specific mitigation

1. Supervision	<i>Qualified, effective, accessible? Clear chain of command? Appropriate span of control ratio?</i>
2. Planning	<i>Information available & clear; adequate time to plan? SOPs & JHAs? Team briefed & input solicited?</i>
3. Team Selection	<i>Level of training and experience? Cohesiveness & attitude? Prone to skill error, complacency error?</i>
4. Team Fitness	<i>Physical & mental state of the team? Consider rest, fatigue, morale, outside distractions.</i>
5. Communication	<i>Communications equipment, infrastructure & dispatch? Interpersonal communications of team?</i>
6. Contingency Resources	<i>MOU's and pre-plans in place? Shared communications plan? Response time?</i>
7. Environment	<i>Time of day, weather, topography, approach & access, fuel load, urban challenges, chemicals?</i>
8. Incident Complexity	<i>Exposure time, environment stable? Potential for taxing staff? Multiple tasks? Sense of urgency?</i>
Green (8-35)	Amber (36-60)
Red (61-80)	

SEVERITY × PROBABILITY × EXPOSURE SPE

SEVERITY	PROBABILITY	EXPOSURE
1. Insignificant	1. Rare	1. Below average
2. Minor	2. Unlikely	2. Average
3. Moderate	3. Possible	3. Above average
4. Major	4. Likely to occur	4. Great
5. Catastrophic	5. Frequent, very likely to happen	
VALUES	RISK LEVEL	ACTION
80-100	Very High	Discontinue / Stop
60-79	High	Immediate Correction
40-59	Substantial	Correction Required
20-39	Possible	Attention Needed / Proceed w Caution
1-19	Slight	Proceed / Possibly Acceptable

Volunteer Signature

Date