Activity Hazard Analysis (AHA)

ACTIVITY/WORK TASK:		Overall Risk Assessment Code (RAC) (Use highest code)	M
Example: Acoustic Ceiling		Activity #	AHA #
PWD/OICC/ROICC OFFICE			
NAME & DATE ACCEPTED BY GDA:			
CONTRACT NUMBER:	Add Number		
TASK ORDER/DELIVERY #:			
PRIME CONTRACTOR:	LEGO Construction Co.		
SUBCONTRACTOR:	Your Company Name		
DATE OF PREPARATORY MEETING:			
DATE OF INITIAL INSPECTION:			
CONTRACTOR COMPETENT PERSON:	Name of the Competent Person		
SITE SAFETY and HEALTH OFFICER	Rodrigo Quiroga A		

Risk Assessment Code (RAC) Matrix

Severity	Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

ACCEPTANCE BY GOVERNMENT DESIGNATED AUTHORITY (GDA)

E = EXTREMELY HIGH (PWO/OICC/ROICC)

H = HIGH RISK (FEAD DIRECTOR)

M = MODERATE RISK (CM or ET or PAR)

L = LOW RISK (ET or PAR)

Review each **"Hazard"** with identified safety **"Controls"** and determine (RAC)

Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" .Place the highest RAC at the top of AHA. This is the overall risk assessment code for this activity

"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible after controls are in place

"Probability" is the likelihood to cause an incident, near miss, or accident did occur and identified as: Frequent, Likely, Occasional, Seldom, or Unlikely after controls are put in place.

JOB STEPS	HAZARDS	CONTROLS	RAC
1.- Site-specific/Job-specific training for workers	Employees not trained in the safe execution of their tasks may harm themselves or others	- Use this Activity Hazard Analysis and other formal and informal training as a means to train workers. NOTE: If the scope of work detailed below changes in any way, contact the Safety Department and complete an AHA amendment detailing the new scope of work. EM 385-1-1, Sect., 1.B.1 - 1.B.3	L
1.- Entrenamiento de lugar específico/ trabajo específico de trabajadores	Empleados que no están entrenados en el ejecución seguro de su trabajo pueden dañar a si mismo o a otros	Usa este AHA y otro entrenamiento formal o informal para una manera de entrenar trabajadores. NOTA: Si el alcance de trabajo detallado abajo cambia en cualquier manera, contacta el Departamento de Seguridad con un enmienda detallando el alcance de trabajo. EM 385-1-1, Sect., 1.B.1 - 1.B.3	L

IAW EM 385 01.A.13 Contractor-Required AHA "Work will not begin until the AHA for the work activity has been accepted by the GDA"
The AHA shall be reviewed and modified as necessary to address changing site condition, operations or change of competent/qualified persons.

Instructions:

To properly fill the AHA you must follow the steps in an appropriate manner, this will help you identify the risks and implement the necessary controls.

With this objective in mind, LEGO Constructions provides you with this short instruction which attempts to efficiently summarize the steps you must follow to complete your AHA.

1.- Identify the task to be carried out, for example, Interior Painting, Installation of lights, etc. Remember that each AHA is specific and you cannot include two activities in the same AHA, for example Installation of framing studs and drywall, although both tasks can be performed by the same company and even the same worker, separate and specific AHAs must be performed for each task.

2.- Add the contract number, if you do not know the contract number, request this information from LEGO Constructions through your superintendent or PM.

3.- Add the name of your company.

4.- Add the name of the competent person assigned to the project, remember that by standards of EM 385-1-1 and OSHA all jobs require competent personnel, for example if you are going to start an excavation, or assemble a scaffold, etc. The competent person must meet the certification requirements according to the task to be performed. You must send an attached copy to the AHA that includes the certification of the competent person.

5.- Add the corresponding identification E, H, M or L of the general of your AHA, this is the last step of your AHA, for this you must first have identified all the jobs, risks and controls later you must have assigned the RAC corresponding to each task and you must identify the highest code identified in all your AHA which you must mark in this section. For example if your job "1" has an assignment in the RAC column of L and your job "2" has an assignment of "M", you should use the highest assignment in this example M and that will be your overall code for your AHA.

6.- Columns, remember all AHAs have at least 4 columns which are Job Steps, Hazards, Controls and RAC (Risk Assessment Code).

The first column should be used to identify the work, it is very important to detail the work, generalizing or summarizing the work to a single step will cause the immediate rejection of the AHA, it should also be numbered the tasks, you can repeat the number if your AHA It is translated into more languages.
Example 1.- "Grid Installation"... WRONG :
To be able to do it correctly, you must divide all the steps involved in installing the grid. For this you must ask yourself simple questions such as: Can the work be done from the ground? Do I need a ladder? do i need a scaffold? Once I am at the right height to do the job, do I need tools? are they hand tools? electric tools? explosive actuated tools ?, etc. In this way you can identify the steps and could include the following: put on your personal PPE, Inspect tools, working from a ladder, working form an elevated position, erecting and using scaffolding, working from a rolling scaffolding, Using Explosive- Actuated tools, Set up / Use of Laser, Install grid material, Cut / Install ceiling tiles, cleaning, etc.
As you can see the installation of the Grid as well as all the tasks in construction involve several steps and generalizing a job to a single step is inappropriate and unacceptable.

NOTE: step 1 (1.- Site-specific / Job-specific training for workers) and 2 (2.- Put on your personal protective equipment) in all LEGO construction AHAs must remain unchanged, you must include all of the following steps according to the work to be done.

1 2 3 4

L = LOW RISK (LT or PAR) Frequent, Likely, Occasional, Seldom, or Unlikely after controls are put in place.

JOB STEPS	HAZARDS	CONTROLS	RAC
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In column # 2 the HAZARD must be identified, for example if in column 1 we identify the job step **Inspect Tools**, you must identify the risk for performing the task in an inappropriate way, for example:
Injury due to defective or improperly functioning power tools, Electric shock from defective tools, Impact injuries, splinters, Impact injuries from spinning tool

In column # 3 the controls must be identified, using the same previous example remember that it was identified as a JOB STEP "Inspect Tools", it was identified as HAZARD "Injury due to defective or improperly functioning power tools", so the proper CONTROL would be "Remove defective tools from the job site"

So finally in column # 4 if we use the RAC Matrix we can determine the appropriate code for this JOB STEP, So using the previous example it would be done as follows:

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Negligible	M	L	L	L	L

A) Identify the probability that the Hazard will happen, for this it is necessary to ask the following question: How likely is it that the tools will not be inspected before using them? Remember this is an example and this question must be asked according to the identified Hazard, in our example, we know that the probability that the tools are not inspected before being used will depend on each company and the effectiveness with which their workers and supervisors are trained, so we will take the midpoint of "Ocassional"

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B) For severity it is very useful to use the scale accepted by GDA, since it identifies severity in a more didactic way, therefore, following our example we must ask ourselves: What would be the severity of the injury and / or property damage in case of that a tool is not properly inspected before use, remember that there are many variables and that is why you must divide job steps, because the answer to this question will depend on which tool we are talking about, in our example we are considering tools to install the acoustical ceiling grid, so we will use an Impact Drill as an example, so we will reformulate the question: What would be the consequence / severity of not properly inspecting the tool daily before using it ?, based on experience We know that an injury from an Impact drill in poor condition would have a Low Risk, it could generate a small wound or a sprained wrist.

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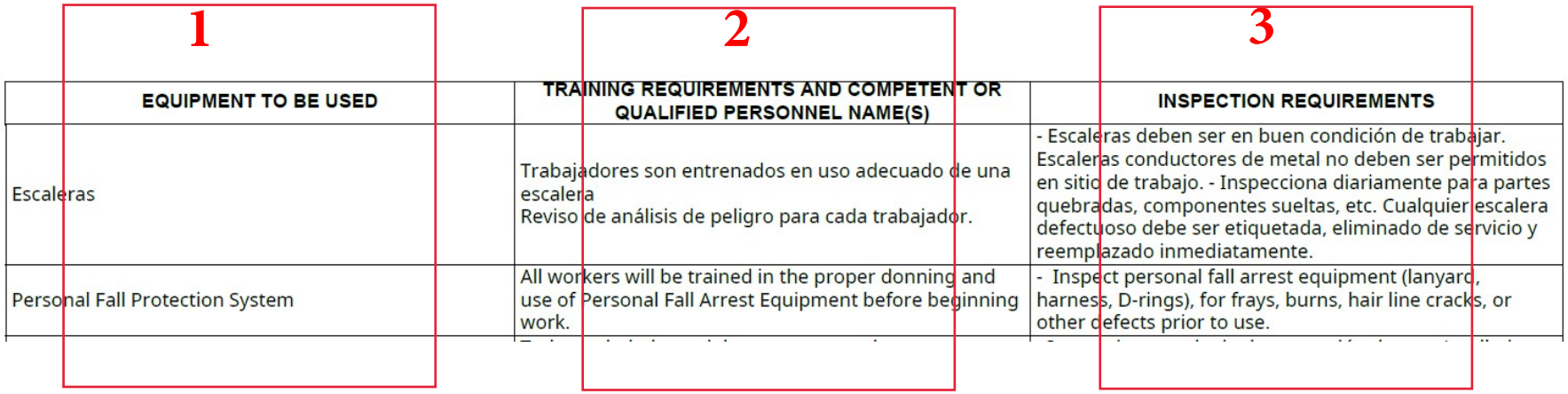
NOTE: You must always generate the risk control of your "Job Step" so that it remains below M, for this you must use the risk control systems available from hazard elimination to PPE.

In the second part of the AHA you will find 3 columns



1 EQUIPMENT TO BE USED	2 TRAINING REQUIREMENTS AND COMPETENT OR QUALIFIED PERSONNEL NAME(S)	3 INSPECTION REQUIREMENTS
Escaleras	Trabajadores son entrenados en uso adecuado de una escalera Reviso de análisis de peligro para cada trabajador.	- Escaleras deben ser en buen condición de trabajar. Escaleras conductores de metal no deben ser permitidos en sitio de trabajo. - Inspecciona diariamente para partes quebradas, componentes sueltas, etc. Cualquier escalera defectuoso debe ser etiquetada, eliminado de servicio y reemplazado inmediatamente.
Personal Fall Protection System	All workers will be trained in the proper donning and use of Personal Fall Arrest Equipment before beginning work.	- Inspect personal fall arrest equipment (lanyard, harness, D-rings), for frays, burns, hair line cracks, or other defects prior to use.

1 . - Equipment to be used, make a detailed list of the equipment to be used, you can use some generalizations such as Hand Tools, it is not necessary to identify each tool separately, however this rule does not apply to other equipment such as AWP: Boom lift and scissor lift since each of these equipment must be mentioned independently in the list.

2.- Training and competent person, the necessary training must be identified, remember that workers must be trained in all activities and equipment, activities that may even seem very simple and of logic you would be surprised how often workers use incorrectly the hard hats or earplugs.

3.- All equipment needs inspections, the only difference could be in the necessary frequency of inspections.

Key points:

1.- Remember to number the Job Steps.
2.- Be as detailed as possible throughout the entire process of your work
3.- It is necessary to translate the AHA into a second language if you have workers who will not be able to understand all the safety instructions in English.
4.- The corresponding certifications must be sent for the competent persons. Following norms, standards and laws LEGO construction will not allow the start of activities if you do not have the corresponding certifications for your competent personnel, and any delay will be the sole responsibility of the subcontractor.
5.- Add as many pages as you consider necessary, it is not strange to have AHA with many pages, remember that the better the "Job steps" are identified, it will be normal to find broader AHAs.

Attached to the instructions you will also find two documents
A.- Document that is the template that you must use to fill out your AHA. (page 7, 8, 9 & 10)
B.- You will also find an AHA approved by the USACE which we hope will be a reference for you.