

# Activity Hazard Analysis (AHA)

ACTIVITY/WORK TASK:		Overall Risk Assessment Code (RAC) (Use highest code)						
	SIGNATURES	Activity #		AHA #				
PWD/OICC/ROICC OFFICE		<b>Risk Assessment Code (RAC) Matrix</b>						
NAME & DATE ACCEPTED BY GDA:		<b>Severity</b>	<b>Probability</b>					
CONTRACT NUMBER:			Frequent	Likely	Occasional	Seldom	Unlikely	
TASK ORDER/DELIVERY #:			Catastrophic	E	E	H	H	M
PRIME CONTRACTOR:			Critical	E	H	H	M	L
SUBCONTRACTOR:			Marginal	H	M	M	L	L
DATE OF PREPARATORY MEETING:		Negligible	M	L	L	L	L	
DATE OF INITIAL INSPECTION:								
CONTRACTOR COMPETENT PERSON:								
SITE SAFETY and HEALTH OFFICER								
<b>ACCEPTANCE BY GOVERNMENT DESIGNATED AUTHORITY (GDA)</b>		Review each "Hazard" with identified safety "Controls" and determine (RAC)						
E = EXTREMELY HIGH (PWO/OICC/ROICC)		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						
H = HIGH RISK (FEAD DIRECTOR)		<p>"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</p> <p>"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.</p>						
M = MODERATE RISK (CM or ET or PAR)								
L = LOW RISK (ET or PAR)								
<b>Job Steps</b>	<b>Hazards</b>	<b>Controls</b>			<b>RAC</b>			

**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 person's**

Job Steps	Hazards	Controls	RAC

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Equipment to be Used	Training Requirements and Competent or Qualified Personnel name(s)	Inspection Requirements	RAC

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## Instructions for completing Contractor Activity Hazard Analysis

1. **Activity/Work Task** – Insert work/task this AHA is written for i.e. excavation, scaffold building, foundation preparation.
2. **PWO/OICC/ROICC** – Insert name of Public Works Office, Officer In Charge of Construction Office or Resident Officer in Charge of Construction (PWD/OICC/ROICC)
3. **Enter name & date AHA accepted by Government Designated Authority (GDA)**
4. **Enter contract number**
5. **Enter Task order or Delivery order number**
6. **Enter Prime Contractors name**
7. **Enter Subcontractors name**
8. **Enter date preparatory meeting was held**
9. **Enter date initial inspection was performed**
10. **Enter name of contractor competent person on site for this activity**
11. **Enter name of Prime Contractor Site Safety and Health Officer**
12. **Level of government person responsible for accepting the AHA, progressive signatures as level of risk increases.**
13. **Overall Risk Assessment code is highest code assigned to any Job step after Hazards are assessed and Controls have been assigned**
14. **Schedule number is activity number from production daily reports**
15. **AHA number is the sequential number of all AHA's for this contract.**
16. **Job steps is the complete sequence of work, not general statements to complete the entire activity**
17. **Hazards is the known safety risks associated with completing the task**
18. **Controls is the safety measures in place to reduce the hazard to the lowest level possible**
19. **Risk Assessment code is where Severity and Probability intersect, place that letter E, H, M, or L in the RAC column**
20. **List all equipment to be used to complete this activity i.e. crane, backhoe, vehicle, all heavy equipment**
21. **List the training requirements required by EM 385, Safety Spec 01356 or OSHA that apply to this task.**
  - List competent person(s) required for specific tasks in EM 385
  - List qualified person(s) required for specific tasks in EM 385
  - List CPR/First Aid training and qualification dates
22. **List all inspection requirements of EM 385, Governmental Safety Requirements Specifications or OSHA 29 CFR 1926**

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