

Task Hazard Assessment

Task Name: Field and Field Office – Precautions for Coronavirus **Control #:** Rev #3 (4/6/2020)

Project Name:	Various	Client:	Various	Date:	
Permits Required? (list):		Work Location:			

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	<input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Safety Glasses <input type="checkbox"/> HiVis Vest <input type="checkbox"/> Safety Toe Boots <input checked="" type="checkbox"/> Gloves: Disposable, Work, etc based on task <input type="checkbox"/> Hearing Protection <input checked="" type="checkbox"/> Other: See below
	For certain tasks (see THA below) the following are required: Potable water and soap (preferable) or hand sanitizer w/ 60%+ alcohol Paper towels Disinfectant wipes Tissues Nitrile gloves Safety glasses or goggles Disinfectant spray List of Cleaning Products to Kill Coronavirus Or Diluted household bleach solutions can be used in place of disinfectant wipe or spray if appropriate for the surface. Be sure to test the surface for color-fastness prior to use. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. <ul style="list-style-type: none"> Prepare a bleach solution by mixing: <ul style="list-style-type: none"> 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water

Tools & Equipment:

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps <i>List all steps required to perform a task in the sequence they are performed</i>	Potential Hazards <i>How could you be hurt? What would the injury be?</i>	Risk <i>(initial)</i>	Critical Actions to Mitigate Hazards <i>List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact. Identify any 'Stop Work' triggers.</i>	Risk <i>(final)</i>
1. Fitness for Duty check (performed at home prior to work)	1a. Being unfit for duty – impacted by illness including coronavirus	15	1a. Ensure you are fit for duty. If you feel unwell or show any signs or symptoms of the coronavirus, do not come to work. Current CDC guidance is that if you have a temperature above 100.4 F [37.8 C] (update this THA if the temperature considered a fever is lower in your Area or Region), or in close contact with someone suspected of having the coronavirus, then you must stay home . If you have an elevated temperature, do not come to work and contact your healthcare provider. Also contact the AECOM Occupational Health group through the AECOM hotline. By coming to work and onto the	4

Task Hazard Assessment

Task Name: General Field Work and Office Work	Control #: Error! Reference source not found.
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			project site, employees are self-certifying that they do not have a temperature or show other signs of being unwell and are able to work within the guidelines of the CDC.	
On-Site Edits:				
2. Driving To and From Site	<p>2a. Being in an enclosed space with poor air circulation in close contact with other people.</p> <p>2b. Touching contaminated surfaces in vehicle.</p>	15	<p>2a. Drive separately when possible. Minimize number of people in one vehicle. Avoid short-term rental of vehicles if possible. Use personal vehicles long-term rentals or company truck when possible. If personal vehicles are used, they must be in good condition and fit for purpose. If sharing a vehicle occurs, roll down the windows to let air circulate. No more than 2 people per vehicle. Passenger to sit in rear passenger side of vehicle.</p> <p>2b. Use disinfectant to wipe down all "touch point" surfaces in vehicle, including door handles, steering wheel, controls on dash, and any other parts of the cab you may touch. Do this at least daily. Do not touch face while driving. Wash hands before and after driving. Wear disposable, nitrile gloves when possible while driving (Use a new pair at the start of each driving period and when appropriate). Have soap, antibacterial hand wipes or spray, or 60% + alcohol hand sanitizer in vehicles and accessible at all times and use on high-touch surfaces after encounters with the public.</p>	4
On-Site Edits:				
3. General Field Work	3a. Working Around Others	15	<p>3a. If experiencing signs or symptoms of COVID-19 infection, such as fever, dry cough, or other flu-like symptoms, do not report to work. Follow procedures in the AECOM Guidance for Coronaviruses (AECOM Guidance for Coronaviruses) for information on reporting and handling potential exposures.</p> <p>Personnel shall maintain at least 6-foot distance from each other. Practice social distancing at tailgate meetings and in break rooms and job trailers. Limit the number of people in job trailers and other confined areas at any one time so that this distance can be maintained. If possible, hold meetings outside. If indoors, open window(s) for circulation. Wipe down window handles prior to opening and use gloves to open. Even when practicing social distancing, we must limit the amount of people in any one group to less than 10 people.</p> <p>Clean hands often with soap and water for at least 20 seconds after using the restroom, after you have been in a public place, before and after eating or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, including around and under fingernails, and rub them together until they feel dry.</p> <p>Wear safety glasses and gloves (nitrile or other work gloves) to avoid contact and to reduce touching face, eyes, nose, and mouth. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash or sanitize your hands.</p> <p>If entering personal residences, prepare a project-specific THA. Practice social distancing at the door and ask if anyone in the household is showing signs or symptoms of illness. Ask the resident if</p>	4

Task Hazard Assessment

Task Name:	General Field Work and Office Work	Control #:	Error! Reference source not found.
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	<p>3b. Handling Shared Equipment and Tools</p> <p>3c. Exposure during Lunch and Bathroom Breaks</p> <p>3d. Lack of food/water/supplies</p>		<p>they are comfortable with the visitors coming to their home at this time. AECOM employees have the obligation to leave the premises if they see signs and symptoms of illness in any of the residents. Take extra precautions, i.e., don nitrile gloves before exiting the field vehicle, ask residents to open /close doors, don new gloves when sampling, remove gloves prior to getting back into the vehicle and use hand sanitizer/wipes.</p> <p>3b. Wipe down and disinfect equipment before use with soap/water or alcohol/disinfectant wipes. Wear disposable gloves if possible or regularly wash hands when handling tools or equipment and replace gloves regularly or wash hands, especially before eating or drinking.</p> <p>3c. Be sure to wash hands with soap/water whenever a bathroom is nearby. At minimum, do so during bathroom and lunch breaks. Use a paper towel to door handle when exiting bathroom. If using outside toilet facilities (i.e. Porta Johns), wash hands with soap and water or hand sanitizer both before and after opening/closing the door. If wearing nitrile gloves, change gloves prior to using the toilet and doff and dispose of in a trash receptacle when finished. Use hand sanitizer after you dispose of the gloves.</p> <p>Where possible, employees are encouraged to pack meals and snacks as needed for the project duration and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak, i.e., crowded, periods to minimize contact with the public. Use drive-through service for food pick-up if available.</p> <p>When eating lunch as a group, try to do so outside or in a space with windows open (wipe down windows prior to opening). Maintain a distance of 6 feet and do not share dishes (e.g., bag of chips, communal salad bowl, etc.) Refrain from sharing a field office coffee pot.</p> <p>Many locations may have shortages of food, water, or supplies or closed restaurants. Bring food, water, and supplies to allow you to work a full shift without additional provisions. Do not share food.</p>	
On-Site Edits:				
4. Office Work	4a. Working around others	15	<p>4a. Work from home when possible.</p> <p>Clean hands often with soap and water for at least 20 seconds after using the restroom, after you have been in a public place, before and after eating or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, including around and under fingernails, and rub them together until they feel dry. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash or sanitize your hands.</p> <p>Sit at least six feet apart from others. Change work stations to accommodate for this. Even if you are practicing social distancing, we must still limit groups of people to less than 10.</p> <p>Maintain social distancing during tailgate meetings and/or THA reviews, supervisor should seek verbal agreement from all and note this rather than passing pen and clipboard around for signature.</p>	4

Task Hazard Assessment

Task Name:	General Field Work and Office Work	Control #:	Error! Reference source not found.
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	4b. Encountering frequent "touch points" and handling shared equipment		<p>Make hand-sanitizers, sanitizing wipes, and other hygienic supplies readily available.</p> <p>Do not eat or hang out in common areas.</p> <p>4b. Wipe down keyboards, mouse, phone, headset/headphones, any other "touch points".</p> <p>Limit contact of shared items. Wipe down surfaces before coming into contact with them. Wash hands after handling or wear disposable gloves.</p> <p>In reception areas, use your own pen to sign in and out of offices, and do not eat candy out of candy dishes.</p> <p>Assign someone to clean AND disinfect frequently touched surfaces daily. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).</p>	
On-Site Edits:				
5. Traveling/Out of Town Work	<p>5a. Being in an enclosed space with poor air circulation in close contact with other people.</p> <p>5b. Touching contaminated surfaces in vehicle.</p> <p>5c. Exposure at hotels</p>	15	<p>5a. Drive separately when possible and complete a Journey Management Plan (Form S3AM-005-FM1) for travel over 250 miles. Minimize number of people in one vehicle. Avoid short-term rental of vehicles if possible. Use personal vehicles long-term rentals or company truck when possible. If personal vehicles are used, they must be in good condition and fit for purpose. If sharing a vehicle occurs, roll down the windows to let air circulate. For projects of multiple days duration, plan on traveling home rather than staying in a hotel if this can be done in accordance with AECOM's fatigue management plan. Where possible, employees are encouraged to pack meals and snacks as needed for the project duration and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak, i.e., crowded, periods to minimize contact with the public. Use drive-through service for food pick-up if available.</p> <p>5b. Use disinfectant to wipe down all "touch point" surfaces in vehicle, including door handles, steering wheel, controls on dash, and any other parts of the cab you may touch. Do this at least daily. Do not touch face while driving. Wash hands before and after driving. Wear disposable, nitrile gloves when possible while driving (Use a new pair at the start of each driving period and when appropriate). Have soap, antibacterial hand wipes or spray, or 60% + alcohol hand sanitizer in vehicles and accessible at all times and use on high-touch surfaces after encounters with the public.</p> <p>5c. Where logistically feasible, if a project extends beyond a day's duration, plan on traveling home rather than staying in a hotel if this can be done within AECOM's fatigue management program. Wipe down all touch point surfaces in hotel room with disinfectant or alcohol wipes. Put a "do not disturb" sign on door handle to prevent hotel staff from entering room to clean during the day. If possible, open window(s) for circulation. Wipe down window handles prior to opening and use gloves to open. Refrain from using hotel room coffee machines</p>	4

Task Hazard Assessment

Task Name: General Field Work and Office Work

Control #: Error! Reference source not found.

Additional Notes:

Ensure required supplies (i.e., disinfectant spray/wipes, soap/hand sanitizer, nitrile gloves) are available prior to starting work. Request re-supply if stock runs low.

Use disinfectant products that contain at least 70% alcohol. Use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash hands with soap and water whenever available. Remember that soap (including bar soap) is generally available and is considered superior to hand sanitizer or disinfectant wipes/spray. If disinfectants are unavailable, prepare diluted bleach solution as described on page 1 and use in their place.

Common touch points and surfaces include but are not limited to:

- Arms on chairs
- Table tops
- Doorknobs and handles
- Countertops
- Elevator Buttons
- Coffee Pots
- Refrigerator / microwave / dishwasher / toaster handles
- Water Dispensers
- Cabinet and file drawer knobs / handles
- Shared office supplies such as staplers, paper cutters, scissors, packaging tape dispensers, writing utensils
- Phone receivers, keypads
- Copier / printer / fax control buttons
- Sink faucets
- Light switches

If any staff are showing any possible symptoms of or have been in recent direct contact with others showing symptoms of CORONAVIRUS, **STOP WORK**. Notify the site supervisor and the project manager and go home and/or stay home. Contact the AECOM Incident Reporting Hotline (1-800-348-5046) and/or the AECOM Nurse Line (1-512-419-5016).

A list of common symptoms to look out for can be found here:

[AECOM Guidance for Coronaviruses](#)

Visit the CDC webpage on cleaning and disinfecting procedures: [CDC Guidance for Community and Residential Cleaning-Disinfection for Coronavirus](#)

A list of approved disinfectants for use against SARS-CoV-2, the cause of CORONAVIRUS, is available here: [US EPA List of Disinfectants Effective Against Coronaviruses](#)

Task Hazard Assessment

Task Name: General Field Work and Office Work	Control #: Error! Reference source not found.
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All Employees:

STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

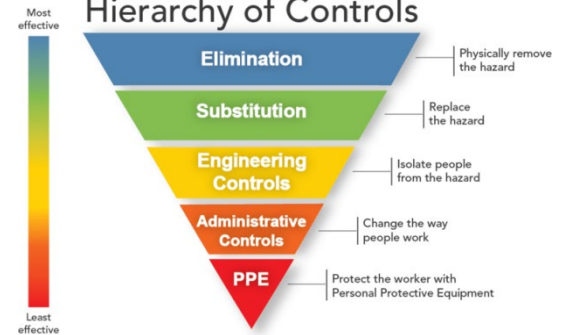
Use **4-Sight**, AECOM's last-minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ▶ **What am I about to do?**
- ▶ **What can go wrong?**
- ▶ **What can be done to make it safer?**
- ▶ **What have I done to communicate the hazards?**

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



Hierarchy of Controls



- ▶ **Most hazards need more than one control**
- ▶ **What should you do? Stack your controls**
- ▶ **PPE can NEVER be your only means of protection**

Worker Sign On	
<i>I participated in the on-site review and fully understand the content of this Task Hazard Assessment.</i>	
Printed Name	Signature
1. Supervisor:	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Visitor Acknowledgement
<i>Visitors review task hazards and acknowledge understanding</i>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com

Task Hazard Assessment

Task Name: General Field Work and Office Work	Control #: Error! Reference source not found.
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Include a copy of the new THA or a photo of the THA modifications as appropriate.