

Indiana Dunes National Park

Job Hazard Analysis



1. Work Project/Activity <i>PERSONAL SAFETY*</i>	2. Location	3. Originator <i>Jim Whitenack</i>	4. Job Title <i>Volunteer Program Manager</i>
5. Name of Reviewer	6. Job Title	7. Date Prepared/Revised <i>12/2022</i>	8. Number of Pages in this JHA <i>5</i>

**This JHA is intended for Campground Host in Park.*

General Safety Topics & Hazards

<p>Golf Cart Operations</p> <p>Obstacles around cart and potential faulty equipment</p> <p>Electric carts</p> <p>Pedestrians</p> <p>Potential to be thrown from the golf cart during operation</p> <p>Potential for property damage</p> <p>General operating hazards vehicle collisions</p>	<ul style="list-style-type: none"> • If so equipped, make sure the cover panels (wind/rain/cold flaps) are secured to the cart to keep them from causing a distraction while driving. • Walk around cart before operation to ensure there are no obstacles near the cart. • Pre-ride Inspection • When cord is plugged into the outlet, ensure that it is not a tripping hazard. • Check cord frequently to see if it has developed any fraying, insulation cuts or punctures, missing ground prong, etc. Make sure plug is secure. • Remove power cord from wall and cart before operating and prior to checking battery. • If it is necessary to check battery's water level, be sure to wear nitrile rubber gloves and eye protection. • Protect electric components; avoid driving through puddles or standing water whenever possible. • Be especially careful when operating the golf cart near children and pedestrians. • Go slow and expect the unexpected. • Always remain seated when operating cart. • Seat belts must be worn. • Reduce operating speeds to accommodate adverse weather or heavy traffic conditions. Plan to avoid sudden stops. • Limit operation of the golf cart to the campground roads. Do not drive it past the campground main gate. • Do not alter governor. • The golf cart's top speed is 20 mph. Do not operate it at a speed greater than the posted 15 mph speed limit of the campground. • Drive on the paved roads only. Do not drive it on the walk-in sites trails or the Dunewood Trace. • Watch for loose debris on roads and slow down, especially in curves. • Reduce speed of golf cart to safely negotiate turns to prevent sliding or tipping over. • Avoid stopping/parking or operating golf cart on a steep side slope which could cause roll-over or tip-over. • Do not carry more persons than seats available. The golf cart is for VIP or staff use only. Do not transport visitors or personal belongings. • Do not exceed the manufacturers recommended carrying capacity. • Make sure cargo area is evenly distributed and properly secured. • Do not modify cargo area to increase carrying capacity. • Do not jump start the carts or any other vehicle battery. • Be aware of low hanging branches, debris in roadway, animals, etc.
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	<ul style="list-style-type: none"> • Keep wheels straight when going over a bump. • Never back up without making sure there is no person or obstruction behind the golf cart. • Always keep feet legs and arms inside the cart. • Be sure that parking brake is applied and latched, prior to getting out of the cart. • Always observe and follow traffic signs, patterns, one-way travel, and pavement markings. • Pay strict attention to state traffic laws and regulations. • Maintain proper lane position and drive defensively. • Use headlights when driving at dusk/dawn or foggy conditions. Never drive cart before dawn or after dusk. • Remain alert for bicycles, automobiles, RVs, tractor trailers, mowers, utility trucks, etc. • Consider using hand signals for turns and stops in addition to built-in signal and brake lights (this provides extra warning to other vehicles).
Personal Protective Equipment (PPE)	<p>PPE is equipment worn to minimize exposure to hazards that cause serious injuries. Examples include the following: <u>High-visibility retro-reflective clothing and/or vests</u> – Bright, reflective clothing helps ensure people are noticed by others when visibility is reduced or in areas where people may be distracted or otherwise not expecting/looking for others to be present. Should also be worn while working on or along roads.</p>
Slips, Trips, and Falls	<ul style="list-style-type: none"> • Be familiar with walking surfaces. • Always watch your footing and be aware of wet or frozen surfaces. • Wear footwear with good traction that matches the site conditions.
Tick Bite Prevention and Treatment	<ul style="list-style-type: none"> • Spray clothing, exposed skin, and ankles with insect repellent as a barrier. • Wear light colored clothing that fits tightly at the wrists, ankles, and waist. Cover trouser legs with high socks or boots. • Search clothing and the body on a regular basis, especially hair and clothing; ticks generally do not attach for the first couple of hours. • If a tick becomes attached, pull it by grasping it as close as possible to the point of attachment and pull straight out with gentle, consistent pressure. Wash skin with soap and water. Then cleanse with rubbing alcohol. Place the tick in an empty container for later identification should you have a reaction. Record dates of exposure and removal. • Do not try to remove the tick by burning it with a match or covering it with chemical agents. • If you cannot remove the tick, or the head detaches, seek prompt medical help. • Watch for warning signs of illness: a large red spot on the bite area, fever, chills, headache, joint and muscle ache, significant fatigue, and facial paralysis are reactions that may appear within two weeks of the bite. Symptoms specific to Lyme disease include confusion, short-term memory loss, and disorientation. • Report all tick bites to the NPS volunteer program manager.

Mosquito Bite Prevention and Treatment	<ul style="list-style-type: none"> • Avoid heavy scents. • Wear long sleeves and pants. Mosquito head nets may also be valuable in some instances. • Use insect repellants. • Avoid scratching.
Bee/Wasp Sting Prevention and Treatment	<ul style="list-style-type: none"> • Be alert to bees and hives. Watch for insects traveling in and out of one location. • If you or anyone with you is known to have allergic reactions to bee stings, let your supervisor know. Ensure anyone allergic to bee stings always carries emergency medication with them, and others know where it is located. • If you are stung, applying a cold pack may bring relief. • If a stinger is left behind, scrape it off the skin. Do not use tweezers as this squeezes the venom sack, worsening the injury. • If the victim develops hives, asthmatic breathing, tissue swelling, or a drop in blood pressure, seek medical help immediately. • Watch for respiratory problems.
Sun/Heat Exposure	<ul style="list-style-type: none"> • Check the forecast. <p><u>Sunburn</u></p> <ul style="list-style-type: none"> • Apply sunscreen (SPF 15 or higher) when exposed to sun and reapply at least every two hours. • Wear long sleeve shirts, long pants, and appropriate headwear to protect skin. <p><u>Dehydration</u></p> <ul style="list-style-type: none"> • Wear loose fitting clothing, preferably closely woven fabrics of light colors. • Maintain adequate water intake by drinking water periodically in small amounts throughout the day (about a cup of cool water every twenty minutes). Some over hydration is strongly recommended while continuing to eat throughout the day. • Increase the amount of cool water and appropriate cool drinks (fruit juices and/or sports drinks) to replace sweat loss and to avoid dehydration. • Avoid coffee and tea which contribute to dehydration. Sugary drinks such as soda should be avoided. • Carry more water than you think you will need when doing field work. The amount of water needed during a workday may vary depending on duration in the field, tasks at hand, and weather. <p><u>Long-term heat exposure</u></p> <ul style="list-style-type: none"> • Remain aware of the four basic factors that determine the degree of heat stress: air temperature, humidity, air movement, and heat radiation relative to the surrounding work environment. • Know the signs and symptoms of heat exhaustion, heat cramps, and heat stroke. Heat stroke is a true medical emergency requiring immediate emergency response action.
Lightning	<ul style="list-style-type: none"> • Although most common in the summer, thunder and lightning can occur anytime. • Check your local weather and plan field time accordingly to avoid storms. • If you can see lightning, seek shelter immediately. If you can hear thunder, stop all field work and reach safety before the storm hits. Use "30-30 Rule": If time between strike and thunder is less than 30 seconds, SEEK SHELTER.
Encounters with Illegal Activity	<ul style="list-style-type: none"> • Under no circumstances will Hosts be asked to enforce criminal law. If a Host observes a violation which they feel requires a law enforcement response, they should notify park dispatch so that Rangers can respond. Informational contacts may be made at the discretion of the Host based on their level of comfortability.