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| JOB HAZARD ANALYSIS | JOB TITLE (and number if applicable):Behind a Tour Specialist (BATS) | DATE: 12/13/2022 | X NEW* REVISED
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| Title of Person Who Does the Job: Employees and volunteers | Analysis By: |
|  | Supervisor:Annie Brantley  | Reviewed By:  |
| Park:TICA | Division:Interpretation | Approved By: |
| REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:*Volunteer uniform, flashlight* |
| SEQUENCE OF BASIC JOB STEPS | POTENTIAL HAZARDS | RECOMMENDED ACTION OR PROCEDURE |
| Avoiding injuries while walking back through caves | * Hitting head or running into formations/rocks in cave
* Damaging cave formations from bumping into them
 | * Walk slowly, be aware of your surroundings and where the cave formations are, duck when the ceiling is low.
* Do not be in a hurry.
* Know where the first aid kits are in the caves
* Use your flashlight when walking through dark areas
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| Walking in cave, opening/closing doors that may result in head injury/bumps/pinches | * Low hanging formations (esp. near Great Heart and 13 stitch)
* Opening and closing doors
* Accessing lights out in Big Room
 | * Take brief moments to ensure where you are heading
* Be familiar with low hanging formations and announce to tour group. It is advisable stand over low hanging formation by the Great Heart and guide each visitor up the stairs.
* If unsure about surroundings, do not blindly lift head—turn head to the side to get a visual before raising head.
* Use flashlight
* Open and close doors using the handle. Never casually grab edge of door to close.
* Avoid walking backwards and talking-you cannot be fully aware of your surroundings.
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| Slipping or falling (especially on stairs) while leading tour | * Trails are damp and moist; stairs are steep and made of rock or metal grate.
* When traveling back through, lights may blind you
* Traveling down incline with rope on IC tour, climbing over boulders, etc.
 | * Always use the handrail. Advise visitors to do the same.
* Don’t rush through the cave-take every step with purpose.
* Wear uniform boots with good tread.
* Be especially careful when going down the stairs or when ducking.
* Take extra caution through wet areas of the cave and note seasonal wet areas. Advise visitors as well.
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| Handling restroom emergencies  | * Care when handling a restroom emergency, especially once a pee bag is disturbed
* Exposure while cleaning up bodily fluids
 | * Always instruct visitors in proper usage of pee bag. Do not hold for visitor while using or after. They must carry it out.
* If a visitor needs to leave a tour to use the restroom, escort them through the cave to the nearest exit. If you lead them to emergency restroom, escort them to restroom and wait there until they are done. Lead them back to trail.
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| Avoiding falling rocks while hiking the cave trail | * Injury to head or body due to falling rocks.
 | * Always be alert and listening for the sound of falling rocks.
* Avoid listening to music or radio using headphones or ear buds while hiking the trail.
* Avoid stopping in red-striped areas where rock fall is likely to occur.
* Watch for signs of falling rock ahead of you on the trail.
* When rock fall is detected move quickly to a safe area, preferably in a downhill direction or towards the inside of a rock wall. Squat down against the wall and cover your head with your hands if you do not have a helmet on.
* Use protective head gear on days with high numbers of rock fall incidents.
* Record the date, place, time and weather conditions of rock fall incidents for future planning.
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| Alerting visitors to rock fall hazards | * Visitors walking into unsafe areas during a rock fall situation.
 | * During rock fall, alert visitors in the area by shouting a verbal warning.
* During times of frequent rock fall, alert visitors of the high risk for rock fall in specific areas.
* When rock fall becomes too frequent, and the trail is deemed unsafe, notify the visitor center of the situation and await instructions as the cave trail may need to be closed.
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| Directing visitors towards areas of safety during rock fall situations | * Visitors panic and become confused
 | * Stay in an area of safety and verbally instruct visitors to move away from the danger. Encourage them to move in a downhill direction or towards the inside area of a rock wall.
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| Avoiding injuries while walking back through caves | * Hitting head or running into formations/rocks in cave
* Damaging cave formations from bumping into them
 | * Walk slowly, be aware of your surroundings and where the cave formations are, duck when the ceiling is low.
* Do not be in a hurry.
* Wear your ranger hat. It offers some protection.
* Know where the first aid kits are in the caves
* Use your flashlight when walking through dark areas
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|  | * Slipping on steps/trail
 | * Hold onto handrails when they are available, especially when going down the stairs. Walk slowly, do not run. Be sure to have a bottle of hand sanitizer, so that you can sanitize your hands afterwards. Be sure your boots have a good tread.
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|  | * Being blinded by cave lights
 | * When you are walking in an area where there is a light shining in your eyes, walk slowly, and be aware of your surroundings
* Use your hat to block light
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