Risk Management Process

a) An AHA shall be prepared and documented for each USACE activity as warranted by the hazards associated with the activity. Typically, an AHA shall be prepared for all field, laboratory, industrial and maintenance activities.

b) The supervisor, utilizing the recommendations of the SOHO, should determine the need for an AHA for each activity within his/her area of responsibility. AHAs shall define the steps being performed within the activity or task, identify the work sequences, specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.

c) Before beginning each work activity, the workers performing that work activity shall prepare the initial AHA. A Risk Assessment Code (RAC) is assigned to each step, to the risk that remains after controls have been applied (residual risk). In developing the AHA for a particular activity, the involved workers should draw upon the expertise (knowledge, skill and experience) of the USACE supervisor for that activity as well as the SOH Office.

   1) Once this process has occurred, a RAC will be assigned to the activity as a whole (cannot be lower than the highest step RAC).

   2) Acceptance of risk. This residual risk must then be communicated to the proper authority for acceptance in order to proceed with the activity.

   3) The names of the Competent Person(s) (CP) and Qualified Person(s) (QP) required for a particular activity (e.g., confined space entry, scaffolding, fall protection or other activities as specified by OSHA/this manual) shall be identified and included in the AHA, as well as proof of their competency/qualification.

   4) If more than one CP/QP is used on the AHA activity, a list of names and appropriate qualifications shall be noted on the AHA. Those listed must be CPs/QPs for the type of work involved in the AHA and familiar with current site safety issues.

d) Work shall not begin until the AHA with RAC for the work activity has been discussed with all engaged in the activity in a job pre-brief (to include Supervisor and/or local SOHO if applicable).
1) If the initial RAC increases due to a change made to the AHA by the workers, the AHA shall be re-reviewed by the supervisor and local SOHO for acceptance prior to work proceeding.

2) Changes to or updates to an AHA that do not increase the RAC are not required to be re-reviewed.

3) Workers/crews shall have in their possession the current AHA that reflects current site conditions, personnel, equipment, control measures, etc. while the work is being performed.

e) AHA’s are intended to be developed and used by the field crews/workers performing the work, with the assistance of others (CDSO, Superintendent, etc.) as needed. The initial AHA shall be provided to and used by the field crews/workers that are performing that activity. AHAs are to be considered living documents and are intended to be created in the field and updated by the workers as needed.

f) The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of CP(s)/QP(s).

1) If a new CP/QP (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new CP/QP shall acknowledge in writing that he/she has reviewed the AHA and is familiar with current site safety issues.

2) If the initial RAC increases due to a change made to the AHA by the workers, the AHA shall be re-reviewed by the supervisor and local SOHO for acceptance prior to work proceeding.

3) Changes to or updates to an AHA that do not increase the RAC are not required to be re-reviewed.

4) Workers/crews shall have in their possession the current AHA that reflects current site conditions, personnel, equipment, control measures, etc. while the work is being performed.

g) To ensure compliance with this manual, the Contractor may be required to prepare for review specific SOH submittal items. These submittal items may be specifically required by this manual or may be identified in the contract or by the Contracting
Officer's Representative (COR). All SOH submittal items shall be written in English and provided by the Contractor to the GDA.

h) The AHA shall be used to assure work is being performed consistent with the AHA. In the event that the work is not being performed/conducted in a safe manner, work shall stop until it is in compliance with this manual, and the AHA.

i) Once the activity has been completed, the AHA shall be available and kept on file on site for 6 months minimum.

j) To ensure compliance with this manual, the Contractor may be required to prepare for review specific SOH submittal items. These submittal items may be specifically required by this manual or may be identified in the contract or by the Contracting Officer's Representative (COR). All SOH submittal items shall be written in English and provided by the Contractor to the GDA.