



JOB HAZARD ASSESSMENT (JHA)
ACTIVITY: Non-Law Enforcement Firearms
(Certification of Hazard Assessment – 29 CFR 1910.132)

STATION:

DATE PREPARED:

PREPARED BY: JAO Safety Operations

CERTIFIED BY:

- PERSONAL PROTECTIVE EQUIPMENT REQUIRED:**
- Head/Face** Safety glasses-impact, safety/hard hat (as applicable)
 - Hearing** Ear plugs/Earmuffs
 - Respiratory**
 - Hands** Nitrile glove (cleaning)
 - Feet** safety boots.
 - Body/Other** Insect repellent, sunscreen, reflective vest (as applicable)

QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:

Review: 485 DM 30, Firearms Safety Program Requirements for Non-Law Enforcement Personnel, Service Policy 241 FW 2, manufacturer’s manual, and all other related guidance (clearing trap/locking device/ammunition storage)

Training: Initial and annual refresher training as described in section 2.9 of 241 FW 2 (documentation required)

Authorization: Completion of forms FWS 3-2574, FWS 3-2575, Lautenberg Certification, and background check

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE
<p>Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, weld, saw, walk, hold, grind, place, etc.). Describe what is done, not how it is done.</p>	<p>For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself, “Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; in contact with; be caught in, on, or between?”</p>	<p>State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, “What can I do to eliminate, modify, guard, identify, or protect against the potential hazard or accident, including such things as how the worker stands, holds, uses, carries, dresses, etc.?”</p>
<p>Handling/transporting/storing firearm</p>	<ol style="list-style-type: none"> 1. Accidental Discharge 2. Dropping/falling of firearm 3. Flagging or inadvertently pointing a loaded firearm towards self, another employee, or service property (vehicles) 	<ol style="list-style-type: none"> 1. Firearms should not have a round chambered until ready for use. 2. Never point a firearm at anything you do not intend to shoot. 3. Always keep the muzzle pointed down or in a safe direction. 4. Always inspect the firearm before each use. Make sure it is unloaded with the safety on. 5. Always unload and put in a locked case when transporting. 6. Always handle firearm with caution. Keep finger straight and off trigger until ready for use. 7. Do not leave firearms unattended in motor vehicles or watercraft unless they are unloaded and placed inside

		<p>a locked container or other mechanism that is permanently mounted to the vehicle/watercraft</p> <p>8. Ensure weapons are securely stored when taking breaks, including restroom and lunch breaks.</p>
<p>Using firearm (field use)</p>	<ol style="list-style-type: none"> 1. Hearing loss 2. Debris in eyes 3. Exposure to lead 4. Other personnel in area 5. Unexpected wildlife behavior 6. Damage to vehicles or property 7. Uneven terrain 	<ol style="list-style-type: none"> 1. Wear hearing protection. 2. Wear eye protection. 3. Use lead-free ammunition consistent with policy. Thoroughly wash hands after firearm use. Alternative can be lead/metal dust removal wipes. 4. Communication location of personnel and verify they are not in the range or line of the target. 5. Work in pairs when feasible. Identify a clear escape route if situation warrants. 6. Review area for location of property, Service assets, and other unintended targets. Ensure clear field of fire and know what is behind your target prior to firing the weapon. 7. Watch footing placement, wear appropriate footwear, avoid wet rocks, trails, logs, etc.
<p>Loading/clearing/unloading firearm</p>	<ol style="list-style-type: none"> 1. Discharge 2. Magazine malfunction 3. Scalds, burns 	<ol style="list-style-type: none"> 1. Follow manufacturer's instructions for loading, reloading, and unloading. 2. Point the muzzle in a safe direction. Use clearing trap. 3. If the firearm has a safety, put the safety on if you can open the action and load the firearm with the safety on. 4. Keep your finger off the trigger and outside the trigger guard. 5. Open the action. Make sure the firearm's chamber and barrel are clear and unobstructed. 6. Load the correct ammunition into the chamber or magazine. 7. Close the action. 8. Put the safety on if it is not on already.

Cleaning firearm	<ol style="list-style-type: none">1. Exposure to chemicals2. Nip/pinch/cut hazard when disassembling and reassembling	<ol style="list-style-type: none">1. Implement proper HazCom (label and SDS). Proper PPE per label and SDS. Don't eat, drink, or smoke when using product.2. Follow manufacturer's instructions for disassembly and reassembly.3. Thoroughly wash hands with soap and water after firearm cleaning.
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References:

[DOI](#) and [FWS Service](#) Policies:

Texas Parks & Wildlife Safe Carrying Firearms brochure: [Safely Carrying Firearms — Texas Parks & Wildlife Department](#)