ACTIVITY HAZARD ANALYSIS (AHA)

Sample Contractor LLC

EM 385-1-1
15 Mar 24

YOUR LOGO

Activity / Work Task	Trench excavation for underground utility installation
Project Number / Name	Sample Project
Project Location	100 Sample Street, Anytown, USA
Contract Number	W912XX-00-C-0000
Date Prepared	11/12/2026
Prepared By	A. Jones, Project Engineer
Reviewed By	J. Smith, SSHO
Contractor	Sample Contractor LLC
Acceptance Authority	USACE Resident Engineer

Overall Risk Assessment Code (RAC) (Use highest code) **M**

RISK ASSESSMENT CODE (RAC) MATRIX

Severity \ Probability	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Moderate	H	M	M	L	L
Negligible	M	L	L	L	L

E = Extremely High Risk | **H** = High Risk | **M** = Medium Risk | **L** = Low Risk

FIELD NOTES

Sample document for illustration only.

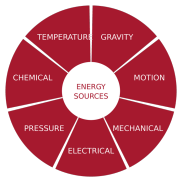
Supporting Plans and Procedures – What plans and procedures are necessary to support the safe performance of this activity?

Select all that apply

☐ Air Monitoring Plan	☐ Fall Protection and Prevention Plan	☐ Lift Slab Plan	☐ Not Applicable
☐ Asbestos Abatement Plan	☐ Formwork / Shoring Erection and Removal Plan	☐ Lighting Plan	☐ Respiratory Protection Plan
☐ Confined Space Entry Plan	☐ Hazardous Energy Control Plan	☐ Masonry Bracing Plan	☐ Steel Erection Plan
☐ Demolition Plan	☐ Lead Abatement Plan	☐ Process Safety Management	☐ Rescue Plan and Procedures
☒ Excavation and Trenching Plan	☐ Lift Plan (Standard Pre-Lift / Critical)	☐ Pre-Cast Concrete Plan	☐ Traffic Control Plan
			☐ Other:

Energy Wheel Hazard Recognition – What hazard(s) exist, or can develop throughout this activity?

Select all that apply



☐ **TEMPERATURE**	☐ Open Flames, Sparks	☐ Heating Equipment	☐ Hot / Cold Weather	☐ Hot / Cold Surfaces	☐ Hot / Cold Processes
☒ **GRAVITY**	☒ Edges, Holes, Openings	☒ Unstable Structures	☒ Changes in Elevation	☐ Elevated Platforms	☒ Falling Objects
☒ **MOTION**	☒ Vehicles, Equipment	☐ Awkward Postures	☒ Overexertion	☐ Contact Stresses	☐ Weather
☒ **MECHANICAL**	☐ Rotating Equipment	☒ Lift, Lower Equipment	☐ Gears, Shafts, Pulleys	☐ Conveyors	☐ Hydraulic Systems
☐ **ELECTRICAL**	☐ Above, Below Powerlines	☐ Transformers	☐ Panels, Wiring	☐ Static Charges	☐ Corded Tools
☐ **PRESSURE**	☐ Pressurized Gases	☐ Pressurized Liquids, Solids	☐ Vessels, Tanks	☐ Pressurized Hoses	☐ Pressurized Lines
☒ **CHEMICAL**	☐ Flammables, Pyrophoric	☐ Corrosives	☒ Poisons, Toxic	☐ Irritants	☒ Airborne Dusts, Fumes
OTHER	1. Noise			2. Biological	

EXAMPLE

HIERARCHY OF CONTROL KEY	*Most Effective*	**E** ELIMINATION	**S** SUBSTITUTION	**E** ENGINEERING	**A** ADMINISTRATIVE	**P** PERSONAL PROTECTIVE EQUIPMENT	*Least Effective*

Competent Person — scan to sign
No app needed

Crew — scan to sign
No app needed

Signed copies download from Saved Docs at ahagenerator.com

UFGS 013526 (11/15) 1.9: Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify work sequences, anticipated hazards, site conditions, equipment, materials, personnel and control measures. UFGS 013526 1.9.1: AHAs shall be reviewed at least monthly and updated when procedures, scheduling or hazards change. UFGS 013526 1.9.2: Each employee must review the AHA and sign a signature log prior to starting work. The SSHO shall maintain the signature log on site.

Risk Management – What will we do to protect our craft, trade partners, property and the public?									
JOB STEPS	ENERGY WHEEL	HAZARDS	E	S	E	A	P	SAFETY CONTROLS	RAC
Mobilization, utility locate and site set-up	Motion	Striking buried utilities; vehicle and equipment traffic on site			X	X		Engineering: Utilities located and marked before any digging; barricades and signage at the work-area perimeter. Administrative: Competent person confirms the locate tickets and briefs the crew on traffic routes. Verification: Competent person signs the pre-dig checklist.	M
Excavating the trench with a machine	Gravity Motion	Cave-in; struck-by the excavator or spoil			X	X		Engineering: Sloping, benching or a trench shield chosen for the soil type. Administrative: Spotter assigned; no worker inside the swing radius. Verification: Soil classified and the trench inspected daily by the competent person.	M
Entering and working in the trench	Gravity Chemical	Engulfment; falls into the excavation; hazardous atmosphere				X		Engineering: Ladder or ramp within reach of every worker; spoil and materials kept back from the edge. Administrative: Atmosphere tested where required; entry authorized by the competent person. Verification: Inspection log reviewed by the SSHO.	M
Handling and placing pipe	Gravity Motion Mechanical	Pinch points; manual-handling injuries; struck-by suspended load				X		Engineering: Pipe lowered with rated lifting equipment, never carried by hand into the trench. Administrative: Lift plan reviewed in the pre-task brief. Verification: Supervisor observes the first lift.	L
Backfilling and compacting	Motion Chemical	Struck-by equipment; noise and dust exposure				X	X	Engineering: Backfill placed in lifts away from workers in the trench. Administrative: Hearing and respiratory protection issued as needed. Verification: Supervisor spot-checks PPE use.	L
Demobilization and housekeeping	Gravity	Slips, trips and falls; leftover open excavation			X	X		Engineering: Open excavation backfilled or barricaded and lit at day end. Administrative: Tools and materials accounted for. Verification: SSHO walks the site before release.	L

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CHEMICALS NEEDED				☒ Not Applicable
MANUFACTURER	**CHEMICAL / TRADE NAME**	**SIGNAL WORD**	**PICTOGRAMS**	**HAZARD / PRECAUTIONARY STATEMENTS**
None identified for this activity. Add any product brought to site and keep its SDS with this AHA.				

EQUIPMENT NEEDED		
EQUIPMENT	**TRAINING REQUIREMENTS**	**INSPECTION REQUIREMENTS**
None identified for this activity.		

TOOLS NEEDED		
TOOL	**TRAINING REQUIREMENTS**	**INSPECTION REQUIREMENTS**
None identified for this activity.		

SAFETY ITEMS NEEDED		
SAFETY ITEM	**TRAINING REQUIREMENTS**	**INSPECTION REQUIREMENTS**
Excavator, trench shield, rated lifting equipment	Competent person (excavation); equipment operator qualification	Daily pre-use inspection of equipment and protective system
Atmospheric monitor; ladders; barricades	Atmospheric testing; ladder safety	Calibration and function check before each use

MISCELLANEOUS ITEMS NEEDED		
MISCELLANEOUS ITEM	**TRAINING REQUIREMENTS**	**INSPECTION REQUIREMENTS**
None identified for this activity.		

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ACTIVITIES REQUIRING A COMPETENT OR QUALIFIED PERSON – ATTACH PROOF OF COMPETENCY

Competent Person	EM 385-1-1 (15 March 2024), paragraph 2-2.d: “One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”
Qualified Person	EM 385-1-1 (15 March 2024), paragraph 2-2.p: “An individual who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or the project.”
Competent Person(s)	
Qualified Person(s)	

ACTIVITY	COMPETENT / QUALIFIED PERSON, TITLE	SIGNATURE and DATE	WITNESS / TITLE	SIGNATURE and DATE
Excavation and trenching EM 385-1-1 (2024), Ch. 25 Excavation and Trenching	Competent Person			
Vehicle and mechanized equipment operation EM 385-1-1 (2024), Ch. 18 Vehicles, Machinery, and Mechanized Equipment	Qualified (trained) operator			

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Signature - Competent Person

EXAMPLE

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AHA: Trench excavation for underground utility installation

Signature - Competent Person	Print Name - Competent Person	Date
	J. Sample	11/12/2026
	A. Example	11/12/2026
	C. Placeholder	11/12/2026
	_____	____ / ____ / _____
	_____	____ / ____ / _____

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Signature - Attendee

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Signature - Attendee	Print Name - Attendee	Date
	J. Sample	11/12/2026
	A. Example	11/12/2026
	T. Demo	11/12/2026
	P. Specimen	11/12/2026
	_____	____ / ____ / _____
	_____	____ / ____ / _____

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