

**Appendix B to Auburn University Safety Specification
Activity Hazard Analysis**

1. Prior to beginning **EACH MAJOR PHASE OF WORK**, an activity hazard analysis (AHA) shall be prepared by the contractor performing that work. The contractor will not be allowed to start work on this major phase of work until they have demonstrated the existence of an activity hazard analysis (AHA) and sufficient planning that will help ensure that they can work safely on this activity. Each of these (AHA's) shall be submitted to the Auburn University Project Manager.

The analysis will:

- Define the activity being performed
 - Identify the sequence of work to be accomplished
 - Identify the specific hazards that are anticipated
 - Identify the control measures that shall be implemented to reduce each hazard to an acceptable level
2. Hazard analysis shall identify the principal steps to be accomplished in sequence to accomplish the operations. Equipment used in the operation shall be listed on the hazard analysis form. Inspection requirements for the equipment and machinery shall be listed on the hazard analysis form. Each step shall be analyzed to identify its potential hazards and a recommended control shall be identified to eliminate the hazard to an acceptable level.
 3. The contract documents will identify the minimum Activity Hazard Analyses that must be submitted on this project. The Prime Contractor shall submit other AHAs, as required to ensure the safe execution of its work and the work of its subcontractors. Auburn University has authority to order the Prime Contractor to submit additional AHAs as they deem necessary.
 4. When the Site Specific Safety Plan is initially submitted by the Prime Contractor for the project, the Prime Contractor shall list all of the AHAs it proposes to submit. The Auburn University Project Manager will review this list for completeness, and may require additional AHAs to be submitted. The Auburn University Project Manager will maintain a log of required AHAs and track their receipt and approval throughout the course of the contract.
 5. Detailed, completed AHAs shall be submitted by the Prime Contractor no less than 30 days prior to the start of the activity or major phase of work.
 6. The performance of the activity in a safe manner is the sole responsibility of the Prime Contractor. The review of the AHA by the Auburn University Project Manager is to gauge the completeness of the safety planning effort by the Prime Contractor and their preparedness to mitigate the hazards and execute the work safely in accordance with contract requirements. The review of the AHA by Auburn University in no ways implies or conveys liability or responsibility from the Prime Contractor to Auburn University.
 7. The preferred format for the AHAs is attached to this Appendix.

Work Phase:		Activity
Analyzed by/Date		Reviewed by/Date
Principal Steps Taken	Potential Hazards	Recommended Controls or Risk Mitigation Measures
Identify the potential principal steps involved and the sequence of work activities	Analyze each principal step for its potential hazard.	Develop specific controls for each
Equipment to be used	Inspection Requirements	Training Requirements
List equipment/machinery to be used in conducting the Work activities	List inspection requirement for equipment/machinery listed	Determine requirement for worker training. Include Hazard Communication/Fall Protection Confined Space/Lockout & Tagout/Asbestos

Work Phase:		Activity
Analyzed by/Date		Reviewed by/Date
Principal Steps Taken	Potential Hazards	Recommended Controls or Risk Mitigation Measures
Equipment to be used	Inspection Requirements	Training Requirements