FS-6700-7 (08/12)

U.S. Department of Agriculture Forest Service	1. WORK PROJECT/ACTIVITY	2. LOCATION	3. UNIT
	Driving	Wallowa Mtns. Office	061602/04/05
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)	**4. NAME OF ANALYST**	**5. JOB TITLE**	**6. DATE PREPARED**
	John Hollenbeak	Trails Coordinator	01/29/2018

7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE	10. POST ABATEMENT ACTION RISK RATING (from the Severity/Probability Matrix)		
			Severity	Probability	Risk Code
Driving to, from, and at work site	• General operations and public traffic to and from Duty Station to various field project sites. • Motor vehicle accident. • Slippery road surfaces. • Narrow roadways. • Weather. • Smoke. • Darkness. • Other road users. • Backing	• Perform inspections on equipment before and after each use. Observe the "Circle of Safety" rule. • All FS employees who operate Government vehicles shall hold a valid state driver's license with proper endorsements for the size and class being driven and a FS issued identification card indicating the type of vehicle or equipment the operator is authorized to operate. (FSM 7134.1). OF-346 in possession prior to driving a Forest Service vehicle. • Determine conditions in the area to be traveled and choose the appropriate vehicle and route. • Ensure vehicle is in safe working order and is filled with fuel. • Use seat belts. Passengers have seat belts fastened before the vehicle is put into motion. • Know and observe State and local traffic regulations. Travel posted speed limits. • Headlights on. • Practice defensive driving techniques. Drivers must attend a FS or National Safety Council defensive driving course at least every 3 years. • Mark hazards. Scout roads and identify turnouts. • Provide road system map for project. • Use backers and chock vehicle's tire. Have vehicles park facing out. • Drive vehicle within mechanical limits. • Identify road conditions during briefings. Post road guards if needed. • Do not operate motor vehicles under the influence of alcohol or drugs, or while sick or suffering from excessive fatigue or emotional stress. • Comply with established work/rest guidelines: 1. 8 consecutive hours off duty before beginning a shift 2. No more than 2 hours without a rest stop	II	A	1

	(cont.)	3. No more than 10 hours per shift (16 hours total shift length) • Notify Dispatch when departing to and from the work site. Dispatch will initiate search & rescue if employees fail to return as scheduled. • Lock and secure vehicle and equipment after use • Always wear safety vests when working outside of vehicle or adjacent to roadway.			
	Steep, narrow roads	• Drive cautiously so that you can stop in less than ½ of your line of sight distance. • Keep as far to the right as possible. • Headlights on.	II	B	2
	Loose cargo and loads	• Secure all objects inside the cab and cargo areas, use tie downs. • Ensure enclosed vehicles have properly installed safety cages to separate cargo/tools from passengers.	II	C	2
	Hauling flammable/combustible substances. Explosive vapors, environmental damage from spills	• Use approved, labeled safety containers for hauling slash fuel or gasoline. • Secure containers to the vehicle bed. • D.O.T. placarding is required for vehicles hauling quantities of fuels greater than 110 gallons or more than 1,000 pounds including weight of container.	II	C	2
	Transporting sharp tools	• Use guards, cages, boxes, or tool mounts.	II	B	2
	Loading vehicles	• Use proper lifting techniques, using your legs, not back. • Get help with heavy loads.	II	B	2
	Night time driving	• Have rested drivers available. • Take a break if you become sleepy. • Be prepared to stop within the distance of your headlights.	II	B	2
Driving at or near work site	Backing or turning around in small areas	• Use spotters. • Face the hazard while turning around. • Avoid tight turn around if possible.	II	A	1
	Other agency traffic	• Maintain radio communications and alert other drivers in the area. • Headlights on.	II	C	2
	Public Safety	• Post signs and/or use roadblocks if needed.	II	C	2
Trailer towing	Extended Vehicle length, Backing, braking, speed, secure loads	• Driver must be licensed for towing on OF-346. • Driver to ensure that proper equipment is being used; including proper hitch/ball is in place. • All safety chains are in place prior to moving vehicle. • Loads are properly secured. • Use spotter when backing. • Obey all traffic regulations as they pertain to vehicles towing trailers.	II	B	2

Emergency Evacuation Procedures (EEP)	Person becomes seriously ill or injured at the worksite (cont.)	• Activate EMS by calling LaGrande dispatch via radio (After hours: Wallowa Sheriff's Department 426-3131 OR dial 9-1-1. • Refer to **Emergency Evacuation Instructions** on the next page. • Render first aid to sick or injured until relieved by a higher-level medical responder or you are not able to proceed. Do not abandon the patient. • Use Blood borne Pathogen precautions. • Use care when moving patients and transporting the injured. • Maintain communications. • Notify your supervisor. • Complete necessary paperwork. • Reference the BMIDC Incident Emergency Plan	II	C	2
Supervisory Controls	**Non-compliance**	**Supervisory personnel will ensure all abatement actions are followed and follow terms and conditions of 29 CFR 1960.8,.9,.10 PASSENGERS AND FELLOW EMPLYEES ARE ENCOURAGED TO REPORT UNSAFE WORKING CONDITIONS OR BEHAVIORS**			
11. LINE OFFICER SIGNATURE Nathan Goodwin		**12. TITLE** DDR		**13. DATE** 2/28/18	

JHA Instructions (References-FSH 6709.11 and .12)

The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

a. Research past accidents/incidents.

b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.

c. Discuss the work project/activity with participants.

d. Observe the work project/activity.

e. A combination of the above.

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture.

b. Substitution. For example, switching to high flash point, non-toxic solvents.

c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.

d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps).

e. A combination of the above.

Block 10: The values for Severity, Probability, and the overall Risk Assessment Code (RAC) will correspond to the Risk Management Matrix (attached).

Block 11: The JHA must be reviewed and approved by the appropriate manager / supervisor, as identified in the Risk Decision Authority Matrix.

Block 12 and 13: Self-explanatory.

Emergency Evacuation Instructions (Reference FSH 6709.11)

Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

a. Nature of the accident or injury (avoid using victim's name).
b. Type of assistance needed, if any (ground, air, or water evacuation).
c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
d. Radio frequencies.
e. Contact person.
f. Local hazards to ground vehicles or aviation.
g. Weather conditions (wind speed & direction, visibility, temperature).
h. Topography.
i. Number of individuals to be transported.
j. Estimated weight of individuals for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

JHA and Emergency Evacuation Procedures Acknowledgment

We, the undersigned work leader and crew members, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE	DATE	SIGNATURE	DATE

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SIGNATURE	DATE	SIGNATURE	DATE
[signature]		CHAIR- WMHCTA	

6713.4 - Exhibit 01
Risk Management Matrix

Safety Risk Assessment Codes						
			HAZARD PROBABILITY			
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
SEVERITY	Catastrophic	I	Extremely High (RAC 1)		High (RAC 2)		Medium (RAC 3)
	Critical	II	Extremely High (RAC 1)		High (RAC 2)	Medium (RAC 3)	Low (RAC 4)
	Marginal	III	High (RAC 2)		Medium (RAC 3)		Low (RAC 4)
	Negligible	IV	Low (RAC 4)				

6713.4 – Exhibit 02
Severity Definitions

Severity		Effect
Catastrophic	I	Death or permanent disability, system loss, major property damage
Critical	II	Permanent partial disability, temporary total disability in excess of three months, major system damage, significant property damage
Marginal	III	Minor injury, lost workday mishap, compensable injury/illness, minor system damage, minor property damage
Negligible	IV	First aid or minor medical treatment, minor system impairment

6713.4 – Exhibit 03
Probability Definitions

Probability	
A. Frequent	The event occurs often, frequently, or with regularity in one's career or the life cycle of equipment items
B. Likely	The event occurs periodically with some regularity but not frequently enough to be predictable
C. Occasional	The event occurs sporadically but not with consistent regularity or predictability in ones career of the life cycle of equipment
D. Remote	Possible to occur but the chances of the event occurring are remote
E. Unlikely	In this case, it is unlikely the event will ever occur