

U.S. Department of Agriculture Forest Service	1. WORK PROJECT/ACTIVITY Trailer Towing	2. LOCATION Wallowa Mtns. Office	3. UNIT 061602/04/05
JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)	4. NAME OF ANALYST John Hollenbeak	5. JOB TITLE Trails Coordinator	6. DATE PREPARED 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)
Drivers	Qualifications	Severity	Risk Code
Driver testing and training	Operator	<ul style="list-style-type: none"> Driver must have the necessary experience to pull the trailer. Only qualified personnel are permitted to tow trailers as indicated by an endorsement on a Driver-Operator Identification Card or documentation authorizing use. See Driving JHA for more information. Read Sec. 10, pg 10-30 thru 10-33 of the <i>Health & Safety Code handbook - Trailing.</i> Read the applicable sections of the Driver Operator Guide. Take the necessary written and driving test for the trailers you will be towing. 	N/A
Tow Vehicle	Damage	<ul style="list-style-type: none"> Read Vehicle manual and Towing guide. Never tow in overdrive. Use Low range on gravel roads with long grades to minimize heat and stress on transmissions, engines and brakes. 	N/A
Pre-trip Inspection Procedures	Accidents/Injury/Damage	<ul style="list-style-type: none"> Do a pre-trip inspection of the trailer prior to moving the trailer. Use a checklist if available. Do an inspection at the end of use or day. Communicate any deficiencies. Check for irregularities, malfunctions, breaks, cracks or other indications that the trailer should not be used. Make repairs to broken equipment. Have a jack, and warning equipment (flares or other warning devices) with the trailer. Vehicle equipment will work if it is connected to the trailer. If the trailer needs to be left, then park it off the road if possible. Adjust mirrors and use them. Always check and secure trailer doors, lights, hitch, tow chains and electric brakes before driving. 	C

Operation	Driving Accidents	I	C	2
	<ul style="list-style-type: none"> • Drive at a speed that will allow for control of the vehicle. • Ensure vehicle weights comply with Federal, State and Regional requirements. • Never allow passengers to ride on trailers. • Always drive defensively. • Trailers must be equipped with brakes and emergency break-away system if they are 1500 GTWR or above. • Tow vehicles must have the proper GCWR and electric brake controller if 1500 GTWR or over is used. • Pull over and check the trailer and it's load periodically on trips over an hour or on rough roads. 		C	2
Emergency Response.	Backing Accidents	II	C	2
	Serious injury or illness	II	C	2
11. LINE OFFICER SIGNATURE <i>M. A. ...</i>	12. TITLE <i>DR</i>	13. DATE <i>1/29/18</i>		

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
		<i>Chair-WMCTA</i>	

DATE

SIGNATURE

SIGNATURE

DATE

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)	High (RAC 2)	Medium (RAC 3)	Medium (RAC 3)
	Critical	II Extremely High (RAC 1)	High (RAC 2)	High (RAC 2)	Medium (RAC 3)	Low (RAC 4)
	Marginal	III High (RAC 2)	Medium (RAC 3)	Medium (RAC 3)	Low (RAC 4)	Low (RAC 4)
	Negligible	IV	Low (RAC 4)	Low (RAC 4)	Low (RAC 4)	Low (RAC 4)

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

Probability Definitions

Probability	Definition
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 one's 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