

UNITED STATES DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
RISK MANAGEMENT WORKSHEET

1. Organization and Location			2. Page _ of _		
3. Operation / Task Operating Off Highway Vehicles (OHVs): All Terrain Vehicles (ATVs), Off Highway Motorcycles (OHMs), and Snow Mobiles (SMs)		4. Beginning Date	5. Ending Date	6. Date Prepared	
7. Prepared by (Name/Duty Position)					

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
Unfamiliar Equipment, Policies, Terrain					
<ul style="list-style-type: none"> Untrained Operator (no documentation of basic operator training) <p>U.S.</p>	H	<p>Operator Basic training, specific to vehicle class (ATV, OHM, SM) is minimum qualification to operate vehicle.</p> <p>At least two operators should be assigned to work in remote and hazardous areas.</p>	M	<p>Supervisor will schedule training with agency instructor or private vendor.</p> <p>Instructor will:</p> <ul style="list-style-type: none"> a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators. 	<p>Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).</p>
<ul style="list-style-type: none"> Trained operator (course completed over 35 months ago) Trained operator (new to USGS or new to geographic area) 	H	<p>Operator Refresher training, specific to vehicle class (ATV, OHM, SM) every three years (minimum). Refresher training includes check ride with instructor.</p> <p>New employees (previously trained) must demonstrate skills by completing refresher training and check ride with instructor.</p>	M	<p>Supervisor will schedule training with agency instructor or private vendor.</p> <p>Instructor will:</p> <ul style="list-style-type: none"> a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators. 	<p>Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).</p>

RISK MANAGEMENT WORKSHEET

(continued)

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
<ul style="list-style-type: none"> Trained operator (infrequent rider, less than 24 annual ride hours) 	H	Operator Refresher training. Annual refresher training and check ride with ATV instructor. At least two operators should be assigned to work in remote and hazardous areas.	M	Supervisor will schedule training with agency instructor or private vendor. Instructor will: a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators.	Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).
<ul style="list-style-type: none"> New equipment 	H	New vehicle familiarization. Operator to perform test ride on level ground before attempting trails. Never ride alone.	M	Operator is responsible for safe operation of all vehicles.	Supervisor will monitor operator safety record.
<ul style="list-style-type: none"> New/changed terrain (new region, high water, flash flood, washout, mudslide, rockslide, earthquake) 	H	Check weather forecast, other timely information. Conduct Field risk assessment. Require two or more vehicles with experienced operators to survey area. Never ride alone.	M	Write weather forecast/other environmental information on Check-Out/Check-In report ("ride plan"). Increase frequency of communication.	Supervisor is responsible for authorizing use of OHV given new/changed terrain. Supervisor must sign Field risk assessment before OHV operation commences.
<i>Obstacles, Trail Debris</i>					
<ul style="list-style-type: none"> Insects Reptiles Vegetation 	H	Wear safe field attire: long pants, long-sleeved shirt/jacket, gloves, sturdy footwear (over ankle).	M	Employee is responsible for wearing safe field attire.	Supervisor will not authorize employee/volunteer to enter field without safe field attire.

RISK MANAGEMENT WORKSHEET

(continued)

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<ul style="list-style-type: none"> • Rocks, gravel, mud • Streams, creeks • Low-hanging limbs • Downed wood • Seed pods 	H	Wear proper PPE ATVs and OHMs: DOT-approved helmet, helmet face shield or impact/shatter-resistant goggles, full-fingered gloves. OHMs: kneepads, shin pads. SMs: protective helmet, safety sunglasses, facemask, gloves, snowsuit, snow boots.	M	Employee is responsible for wearing proper PPE. Supervisor authorizes the purchase of PPE and, if deemed necessary, may approve purchase of additional PPE such as motorcycle boots with shin protection. Supervisor and Safety Specialist approve additional PPE purchased by employee.	Supervisor is responsible for verifying that employee is wearing proper PPE as condition for authorized use of OHV.
<i>Collisions</i>					
<ul style="list-style-type: none"> • Highway Vehicles 	H	Do not operate OHV on paved roads unless road is open to OHV use. Use OHV road crossings, when available, or cross perpendicular to roadway.	M	Part of basic OHV training. Highway riding prohibition is specified in the Check-Out/ Check-In ("ride plan").	Supervisor is responsible for reviewing OHV policies and OHV Risk Assessment with employee.
<ul style="list-style-type: none"> • Off Highway Vehicles • Non-motorized vehicles (bicycles) • Hikers • Wildlife/livestock • Stationary objects (trees) 	H	Slow down. Watch for other OHVs. Watch for hikers and bikers. Watch for deer, moose, cattle, and sheep. Slow down.	M	Part of basic OHV training. Identify all trails and grazing areas in the Check-Out/ Check-In ("ride plan").	Supervisor is responsible for reviewing OHV Risk Assessment and common field hazards with employee.
<i>Weather/Environmental Conditions</i>					
<ul style="list-style-type: none"> • hot/cold • rain/hail/snow/ice • fire/flood 	H	Complete Field risk assessment. Check weather forecast. Check other agency reports.	M	Supervisor and employee to complete Field risk assessment.	Supervisor must sign Field risk assessment and authorize use of OHV given current/forecast conditions.

RISK MANAGEMENT WORKSHEET

(continued)

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<i>Solo Operator (riding alone)</i>					
<ul style="list-style-type: none"> Untrained operator (no documentation of training.) 	E	Prohibited.	E	Supervisor responsible for controlling access to OHVs.	Supervisor responsible for controlling access to OHVs.
<ul style="list-style-type: none"> Newly trained or infrequent rider (less than 24 annual ride hours). 	E	Newly trained and infrequent operators should always ride with an experienced operator. Field risk assessment.	H	Supervisor authorizes solo ride. Pre-ride maintenance checklist to include ride plan with map. Increase frequency of communication.	Supervisor signs field risk assessment and authorizes solo operator.
<ul style="list-style-type: none"> Trained Operator (familiar with equipment, policies, and terrain) 	H	Pre-ride maintenance checklist includes detailed ride plan with map.	M	Supervisor authorizes solo ride. Pre-ride maintenance checklist includes ride plan with map. Increase frequency of communication.	Supervisor signs solo operator risk assessment.
<i>Equipment (use pre-ride maintenance checklist)</i>					
<ul style="list-style-type: none"> Defects found in equipment 	H	Defects repaired prior to use of equipment.	L	Supervisor insures equipment repairs are completed.	Supervisor signs pre-ride maintenance checklist.
<ul style="list-style-type: none"> No defects found in equipment. 	L	Operator completes the pre-ride maintenance checklist	L	Supervisor insures pre-ride maintenance checklist is completed.	Supervisor signs pre-ride maintenance checklist.

RISK MANAGEMENT WORKSHEET

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14. Remaining Risk Level After Control Measures Are Implemented (CIRCLE highest remaining risk level.)	LOW (Immediate Supervisor)	MEDIUM (Office Chief)	HIGH (Center/Team/District) Chief	EXTREMELY HIGH (Center/Team/District) Chief
15. Risk Decision Authority (Approval/Authority Signature Block) If Initial Risk level is M, H, or E, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risk.	Signature			
NOTE: If the person preparing this form signs the signature block, this signature only indicates that the appropriate Risk Decision Authority was notified of the Initial Risk level, the control measures taken, the appropriate resources requested, and that the risk was accepted by the Risk Decision Authority.				

Instructions for Risk Management Worksheet

BLOCK	DESCRIPTION	INSTRUCTIONS
1.	Organization and Location	Organization conducting the Risk Assessment and the location of the operation.
2.	Page __ of __	If more than one page is used, indicate number of pages. (For example, Page 1 of 3).
3.	Operation / Task	In general terms, identify the operation/task(s) to be performed.
4.	Beginning Date	Enter the date that the operation/task(s) is to begin.
5.	Ending Date	Enter the date that the operation/task(s) is to end.
6.	Date Prepared	Enter the date that the Risk Assessment was prepared.
7.	Prepared by (Name / Duty Position)	Enter the name and the duty position of the person(s) completing the form.
8.	Identified Hazards	Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.
9.	Assess the Hazards: Initial Risk	Assess the initial risk using the Risk Assessment Matrix. L =Low, M =Medium, H =High, E =Extremely High.
10.	Control Measures Developed for Identified Hazards: (Specific measures taken to reduce the probability of a hazard) Include PPE.	Identify control measures for each identified hazard in block 8.
11.	Assess the Hazard's Residual Risk	Assess the residual risk, the risk remaining after the control measures are taken into consideration, using the Risk Assessment Matrix.
12.	How to Implement the Controls: (May be filled in by hand)	Identify how the controls will be implemented. For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right-to-Know training, use of PPE, use of spotters.
13.	Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)	Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. For example: supervisor/leader on site, buddy system, and employee cross talk.

INSTRUCTIONS FOR RISK MANAGEMENT WORKSHEET

(continued)

BLOCK	DESCRIPTION	INSTRUCTIONS
14.	Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)	Circle the appropriate remaining level of risk. LOW – Immediate Supervisor MEDIUM – Office Chief HIGH OR EXTREMELY HIGH – Center Chief or Science Center Manager
15.	RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High, or Extremely High, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks). Note: If the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken, and appropriate resources requested; and that the risk was accepted by the decision authority.	The authority accepting the risk should sign this block; if the authority is notified and accepts the risk, the person completing the form can note same and sign block 15. (See Note in block 15.)