|  |  |
| --- | --- |
| Form 1112-5  (August 2014) | UNITED STATES  DEPARTMENT OF THE INTERIOR  BUREAU OF LAND MANAGEMENT **RISK MANAGEMENT WORKSHEET**  **THIS WORKSHEET IS A TEMPLATE THAT LISTS POTENTIAL HAZARDS ENCOUNTERED DURING LAND CLEANUPS, TO INCLUDE DISPERSED SHOOTING AREAS. YOU MUST EDIT AND MODIFY THIS FORM TO ENSURE IT REFLECTS THE POTENTIAL HAZARDS AT YOUR SITE.** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. Organization and Location: | | | | | | | | | | | | | | | | 2. Page 1 of\_\_\_\_ | |
| 3. Operation / Task: Land clean-ups, to include dispersed shooting areas | | | | | | | | | 4. Beginning Date: | | | | | 5. Ending Date: | | | 6. Date Prepared: | |
|  |  | 7. Prepared by *(Name / Duty Position):* | | | | | | | | | | | | | | | | |
| 8. Identified Hazards: | | | 9. Assess the Hazards:  (Initial Risk) | | | | | 10. Control Measures Developed for Identified Hazards*: (Specific measures taken to reduce the probability of a hazard)* **Include all PPE** | | 11. Assess the Hazards: (Residual Risk) | | | | | | 12. How to Implement the Controls: (May Be Filled in By Hand) | | 13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.) |
| **(Be Specific)** | | | **Negligible** | **Minor** | **Moderate** | **Serious** | **Critical** | **(Be Specific)** | | **Negligible** | **Minor** | **Moderate** | **Serious** | | **Critical** | **(Be Specific)** | | **(Be Specific)** |
| **Blood Borne Pathogens (BBP) exposure:** BBP/Hep B risk from contact with hypodermic needles, used prophylactics and uncovered human waste. Volunteers not trained in BBP risks. | | |  |  |  |  |  | Brief all workers on BBP hazards and how to avoid pokes, skin contact or inhalation of BBP. Workers to mark the location of BBP items and inform the supervisor. Sharps may be placed in a sharps container or an empty marked hard plastic beverage bottle. Wear leather work gloves when handling trash; use “picker sticks” to pick up trash to avoid handling items, especially sharps. | |  |  |  |  | |  | \_\_\_\_\_\_ will brief all workers on this potential hazard before the cleanup begins. Project supervisor to respond to reports of high risk BBP items. Sharps container provided by the BLM. Provide leather work gloves, picker sticks. | | Spot checks by supervisor. Document unsafe conditions on the final report. |
| **Use of hand tools – general:** Injury to worker or bystander from the use of hand tools. | | |  |  |  |  |  | Workers must look around before using tools, be situationally aware, communicate with people in their area, and maintain proper spacing of double the person’s arm span. | |  |  |  |  | |  | Brief workers on the proper use of tools and provide safety reminders while walking around. | | Spot checks by supervisor. Document unsafe conditions on the final report. |
| **Sunburn:** Sunburn risk from sun exposure. | | |  |  |  |  |  | Workers to keep skin covered and/or use 30 spf or higher sunblock. Apply sunblock prior to entering the cleanup area. Wear long sleeves, long pants, and a shade hat. | |  |  |  |  | |  | Supervisors to ensure workers have sunblock available. Provide guidance on proper clothing prior to the event. | | Spot checks by supervisor. |
| **Dehydration and Heat Stress:** Dehydration and heat stress from physical exertion and sun exposure. | | |  |  |  |  |  | Mindfully drink water, including electrolytes as necessary.  Provide shaded rest area for periodic breaks.  Have a medical plan in place for treatment and/or evacuation if needed. Ensure that workers are aware of procedures/ responsibilities in the plan  Use the OSHA heat app for weather/rest guidance. | |  |  |  |  | |  | Supervisors should be trained in heat stress signs/symptoms; brief workers to drink water & take breaks; observe people during the activity. Provide water/electrolytes.  Download the OSHA heat app and check conditions periodically throughout the event. Have workers use the buddy system to check on each other and brief the medical plan prior to the event. | | Spot checks by supervisor. Encourage the buddy system. Supervisor to address a problem if one is found. |
| **Physical hazards from trash:** Cuts/ abrasions or lifting injuries from collecting tires, appliances, cans/bottles, twisted metal, target shooting debris, construction debris and camping trash. | | |  |  |  |  |  | Look closely before disturbing debris and trash. Use multiple people to lift heavy items.  Brief workers on hazards and controls to include proper lifting and trash picking, available tools, proper use of PPE.  Wear leather work gloves when handling trash. Wear long sleeves, long pants, and work boots. | |  |  |  |  | |  | Provide a first aid kit for treatment of minor cuts/abrasions. Have BLM staff or partners trained in CPR and First Aid. | | Spot checks by supervisor. Document unsafe conditions on the final report. |
| **Poisonous Snakes & Scorpions and Spiders:** Bites and stings from poisonous snakes, scorpions, and spiders | | |  |  |  |  |  | Be alert, use tools to lift or move items that may be hiding snakes/ scorpions/spiders. Alert others if encountered. Notify project leader immediately in case of bite or sting. Work in pairs. Have a medical plan in place to provide treatment and/or evacuation in case of allergic reaction to stings/bites. | |  |  |  |  | |  | Brief participants possibility of insects and snakes in the area. Ask participants to notify project lead if they have known allergies. Brief participants on their responsibilities in the medical plan and identify the nearest medical treatment facility and nearest dispatch center/radio frequency. | | Spot checks by supervisor. Document unsafe conditions on the final report. |
| **Hazardous materials (HAZMAT):** Contact or inhalation exposure to HAZMAT to include car batteries, liquids/powders, containers with visible oily, liquid or powdery stains, pesticides, chemical, and solvent containers/drums, construction debris to include asbestos-containing insulation, ceiling and floor tiles. | | |  |  |  |  |  | Instruct untrained volunteers not to touch, smell, handle, or move hazardous materials. Note location, any markings on containers and report for follow-up. Request that they take a photo if it is safe and they are able to do so from a distance. | |  |  |  |  | |  | Brief participants on safety concerns and to leave the area and contact BLM. | | Spot checks by supervisor. Document unsafe conditions on the final report. |
| **Driving and parking hazards.** Risk of collision while parking, driving on blind curves, backing, driving too fast on paved or unpaved roads. | | |  |  |  |  |  | Use emergency flashers on slow moving or stopped vehicles.  Obey speed limits, drive according to road and weather conditions, no riding in the bed of trucks, use of spotters.  Provide fluorescent or bright colored vests for workers near roadways. | |  |  |  |  | |  | Brief volunteers about hazards of stopping along main roads and crossing roads to get to parked vehicles Safety briefing prior to beginning work. | | Spot checks by supervisor. Notify all staff and participants that the speed limit is \_\_\_mph. |
| **Communications, poor coverage** **due to terrain**. Project area has marginal cell phone coverage; problems may arise necessitating contact w/ EMS or Law Enforcement. | | |  |  |  |  |  | Buddy system, list communications methods here: radio, GPS locators, cell phones etc. Test communications equipment at the site prior to the day of the event. Establish a human repeater if necessary to ensure communication. | |  |  |  |  | |  | Instruct volunteers who need assistance to come to the check-in table or find a roving helper from BLM.  Identify nearest methods of communication (closest spot with cell coverage, SPOT device), medical treatment facility and nearest dispatch center/ radio frequency prior to the event. | | Supervisor to set up and monitor alternate communication method where necessary. |
| **Walking on uneven surfaces:** Trips and falls from walking on steep/uneven/rocky terrain with loose gravel. | | |  |  |  |  |  | Watch your step, proper footwear (workboots with ankle support). | |  |  |  |  | |  | Remind participants of proper safety precautions while walking on steep, rough or uneven terrain. | | Spot checks by supervisor. |
| **Cactus and Foliage**: Cuts, splinters, abrasions from cactus and foliage. | | |  |  |  |  |  | Avoid touching cactus, acacia, thorny brush. Remove cactus spines using multi-tool/pliers. Do not extract by hand. Wear leather work gloves, long sleeves, long pants, and work boots to avoid punctures.  Remind workers to stay on existing trails and designated areas. Provide first aid kit on site. | |  |  |  |  | |  | Brief workers prior to the event and identify proper field clothing to wear to the event. | |  |
| **Medical Conditions:** Volunteers may experience a medical emergency related or unrelated to activity, including allergies/ anaphylaxis, asthma/respiratory distress, diabetes/shock, heat stress, dehydration, heart attack/stroke. | | |  |  |  |  |  | Evaluate and pre-coordinate EMS capabilities ahead of time,. Use the Event Planning Safety Checklist and develop a medical plan. Ensure plenty of water is available. Instruct participants to report problems to BLM staff. Require those with anaphylaxis risk to have personal medical equipment available.  Volunteers disclose medical conditions that impact work capabilities in volunteer agreement | |  |  |  |  | |  | \_\_\_\_\_\_\_\_\_\_ Fire Dept. will be on call. Coordinate through BLM LE and dispatch. Directions to closest hospital listed in medical plan. Determine if aircraft or vehicles can access victims who cannot be moved.  Provide water bottles to volunteers.  Assign alternate work to volunteers with identified medical conditions. | | Supervisor to research and arrange EMS capabilities; spot check for potential problems. |
| **Official OHV Use** - Off-camber, steep slopes and wash out conditions may be encountered on side roads. | | |  |  |  |  |  | Employees must be fully trained to meet BLM OHV requirements outlined in Chapter 17 of BLM Handbook 1112-1. Volunteers should be trained to the same level as employees. | |  |  |  |  | |  | Request documentation from all OHV users to ensure they have received proper training. | | Supervisors to continually monitor area and enforce compliance. |
| **Navigation within cleanup area:** Risk of getting lost/confused in a dense network of trails. | | |  |  |  |  |  | Provide maps (georeferenced if possible), use stakes/ flagging to delineate area, maintain a roster of volunteers for accountability, travel with people who know the area. Buddy system. | |  |  |  |  | |  | Brief volunteers on area boundaries prior to event. Staff should establish meeting and cleanup areas off the main roads. | | Supervisor to enforce use of buddy system, safety briefings, roll call for accountability. |
| **Open mineshafts/Adits:** Potential for falling, injury if mineshafts are encountered in the work area. Note: mineshafts are not known to exist in the cleanup area. | | |  |  |  |  |  | Mark any known hazards prior to the event. Workers will mark the location of any newly found areas and inform the supervisor of location. A qualified supervisor will secure the area. | |  |  |  |  | |  | Brief volunteers on being vigilant about hidden hazards and report any found to the check-in table. | | BLM supervisor provides for safety briefings and spot check performance. |
| **Working around utilities**: Potential for electrical injury or natural gas explosion from leak due to gas pipeline and/or overhead power lines in the project area. | | |  |  |  |  |  | Train workers on how to identify potential gas or electrical hazards. | |  |  |  |  | |  | Brief volunteers on signs of gas leak and prohibit smoking within 1/4mi. | | BLM supervisor provides for safety briefings and spot check performance. |
| **Hazards Specific to Dispersed Shooting Areas** | | | | | | | | | | | | | | | | | | |
| **Bullet strike hazards exist in an area used by target shooters:** Risk of bullet strike in active shooting area. This risk is increased in large cleanup areas with multiple shooting sites. | | |  |  |  |  |  | Temporary area closure, clear/ secure area of target shooters before conducting work. Plan event on a day that isn’t popular for shooting. Advertise closure before event. | |  |  |  |  | |  | A BLM employee displaying an official logo shall use physical barriers and/or caution tape to block entry to the worksite during cleanup. | | Supervisors to review site conditions continually. |
| Risk of injury from shooters who ignore area closure for cleaning. | | |  |  |  |  |  | Maintain situational awareness. Address unsafe behavior with target shooters when safe to do so. | |  |  |  |  | |  | Employ BLM rangers or other uniformed employees to approach shooters who ignore barriers. | | A report of unsafe events will be kept by the project supervisor and addressed for future events. |
| **Homemade and commercial exploding targets:** Risk of injury from exploding targets. Some targets can be detonated by motion or static electricity. | | |  |  |  |  |  | Brief volunteers on signs of exploding targets and show them pictures. Inspect the cleanup area prior to the work project, especially the impact area. | |  |  |  |  | |  | Ask volunteers to avoid contact and report any items found to sign-in table. Prevent access to areas where they are discovered. Provide flagging to identify suspicious areas. | | All supervisors to review site conditions continually. |
| **Inhalation of lead:** Health risks associated with inhalation of dust containing lead. Risk is higher in areas with loose soil little vegetation. Risk also increases with high wind. | | |  |  |  |  |  | Supervisor to brief workers in the risk associated with lead. Avoid cleanups on windy days. Water barren soil in the project area using a water trailer. Workers may voluntarily wear N95 respirator (“dust mask”), although not required by OSHA. | |  |  |  |  | |  | Document times and areas sprayed with water. Provide dust masks and a copy of 29 CFR 1910.134 Appendix D. Train workers on additional physical/heat stress related to dust mask use. | | Supervisor checks on workers and volunteers.  Sign-in sheets for the safety briefing. |
| **Health risks associated with ingestion of lead:** Lead can be ingested by eating, drinking, using tobacco products, or applying cosmetics in a contaminated area. | | |  |  |  |  |  | Advise workers to refrain from eating and using tobacco during the cleanup event. Use caution when drinking. Wipe hands and exposed skin prior to applying sunblock during cleanup. Do not serve food at the worksite. | |  |  |  |  | |  | BLM supervisor will give a safety brief to all participants. | | Supervisor checks on workers and volunteers.  Sign-in sheets will document who has heard the safety message of the day. |
| Lack of handwashing facilities can lead to ingestion through contaminated hands and face. | | |  |  |  |  |  | Provide a portable hand wash station and soap if possible. Wear gloves to supplement handwashing; disposable gloves are preferable, but leather work gloves may be necessary depending on physical hazards. Cleaning stations will be set up and/or hand wipes will be available. | |  |  |  |  | |  | The BLM will provide disposable gloves and cleaning station or wipes. Ensure workers know that hand sanitizer will not protect against lead hazard. | | Workers will be supervised to include wearing PPE. |
| Workers can take home lead contamination on clothes and shoes. | | |  |  |  |  |  | Workers will be instructed to remove dust from shoes, clothing, work gloves, hands, and face prior to getting into personal vehicle. Hand wipes can be used. It is preferable to have a set of clothes to change into prior to getting into the vehicle, if practical. Otherwise, change clothes immediately when they get home. | |  |  |  |  | |  | BLM to provide hand wipes and/or a cleaning station. Provide this cleanup guidance to participants at the site. | | Workers observed to use correct procedures. |
|  | | |  |  |  |  |  |  | |  |  |  |  | |  |  | |  |
|  | | |  |  |  |  |  |  | |  |  |  |  | |  |  | |  |
|  | | |  |  |  |  |  |  | |  |  |  |  | |  |  | |  |
|  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 14. Remaining Risk Level After Control Measures Are Implemented: (INDICATE HIGHEST REMAINING RISK LEVEL WITH “X”) | **NEGLIGIBLE**  (Supervisor) | **MINOR**  (Associate/Assistant Mgr. / Branch Chief) | **MODERATE**  (Field Manager) | **SERIOUS** (District Manager) | **CRITICAL**  (State Director/Associate) | |  |  |  |  |  |   15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) **(*If Initial Risk Level is CRITICAL, SERIOUS or MODERATE: 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.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name / Signature | | | | | | | | | | | | | | | | |

**INSTRUCTIONS**

1. Organization conducting the Risk Assessment and the location of the operation.
2. If more than one page is used, indicate number of pages. (For example: Page 1 of 3)
3. In general terms, identify the operation/task(s) to be performed.
4. Enter the date that the operation/task(s) is/are to begin.
5. Enter the date that the operation/task(s) is/are to end.
6. Enter the date that the Risk Assessment was prepared.
7. Enter the name and duty position of the person completing the form.
8. 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 initial risk using the risk assessment matrix.
10. Identify control measures for each identified hazard in block 8.
11. Assess the residual risk, the risk remaining after control measures are taken into consideration, using the risk assessment matrix.
12. 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. 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, employee crosstalk.)
14. Check the appropriate remaining level of risk.
15. The authority accepting the risk should sign this block; however, if the authority is notified and accepts the risk, the person completing the form can note same sign block 15. (See “Note” in block 15.)