

U.S. Department of Agriculture Natural Resources Conservation Service		1. WORK PROJECT/ACTIVITY Defensive Driving	2. LOCATION Montana NRCS	3. UNIT Snow Survey
JOB HAZARD ANALYSIS (JHA)		4. NAME OF ANALYST H. Scott Oviatt	5. JOB TITLE Data Collection Officer	6. DATE PREPARED 03/07
7. TASKS/PROCEDURES	8. HAZARDS	9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE		
Operating Vehicles - General	Break-downs; Flat Tires; Exhaust leaks; Collisions; Flying Projectiles; Debris in Roadway; Carbon monoxide;	a) Keep current on preventive maintenance checklists b) Conduct vehicle walk around prior to leaving compound to check for flat tires, fluid leaks, debris, hazards and personnel in harms way. c) Check lights, windshield wipers, fluid levels, seat belts. d) Verify vehicle has good working first aid kit, with current medications. e) Make sure emergency flashers are functional, and that fire extinguisher is secured and certification is current. f) Make sure vehicles exhaust system is intact and no leaks are present that could emit fumes into the cab/passenger area. g) All drivers must complete defensive driving training every three years.		
Travel on Secondary Roads, Gravel Roads, and Trails	Collision with other vehicles; Collision with animals or objects; Running or skidding off road; Icy and/or muddy roads; Flying Projectiles; Poor visibility; Backing; Clearing obstacles from roadway; Carbon monoxide; Vehicle wear/tear; Cell phone use;	a) Drive defensively, drive at safe speeds, use seat belts, watch ahead for oncoming traffic, use lights, pull over to right and stop if vehicles following want to pass. Adjust your speed so that you are able to stop in less than ½ your line of sight. b) Use care in tall brush and grass, clear debris from roadways rather than trying to drive over or around. c) Drive on the main roadway, avoid soft gravel shoulders, do not straddle a gravel berm or drive with the wheels on berm, pull over and stop if you have look at a map or GPS. d) SLOW DOWN! Don't drive on the road if there is potential for vehicle damage. Use 4WD to get out of trouble, not into trouble. e) Carry chains and use if conditions warrant. Know how to put on chains. f) Follow from a safe distance. Pull of road when oncoming vehicle is passing. g) Keep windows clean inside and out, keep dash clear. Maintain safe speeds, and repair/replace damaged or cracked windshields. Make sure wipers are in good condition. h) Try to park so that you do not have to back up when you leave. Use mirrors and a spotter, if you don't have a spotter, get out to check behind your vehicle before backing. i) Cut trees (if blocking roadway) into easily removable pieces and use good lifting techniques. j) Keep vehicles well ventilated when idling and warming up to prevent fume build-up in cab/passenger area, k) When descending steep grades, use lower gears to control speed, rather than the brakes or riding the clutch. Take care of the vehicle as you drive. l) Do not use cell phones when driving. Have a passenger answer the phone or pull off the road.		
Vehicle loading	Unbalanced loads; Long Loads; Tipping, etc.;	a) Ensure that loads d not hang over the edges of the vehicle bed. b) Ensure that load is adequately secured. c) If the load extends behind the vehicle more than 3' make sure it is properly and adequately flagged with highly visible materials. d) Do not overload behind the rear axle.		
10. LINE OFFICER SIGNATURE		11. TITLE		12. DATE

(over)

JHA Instructions

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 available Health and Safety Code.
- 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 JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

Blocks 11 and 12: Self-explanatory.

Emergency Evacuation Instructions

Work supervisors and crewmembers 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 crewmembers, 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
