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Many accidents occur while loading or unloading atvs. First, do not use a flat bed truck or pickup bed to transport-load-unload atvs. These typically have a much higher platform to load/unload to and thus have a higher potential for accidents. An appropriate trailer designed for snowmobiles and atv’s should be used and preferably one that is a load from the rear and drive off the front type trailer. Always make sure that the trailer is securely hitched to the truck when loading or unloading sleds. When unloading atvs, first check to see that the area is clear and that the truck and trailer are aligned. Do a cursory check of the atvs while removing the restraining brackets from the trailer. Be careful when lowering the ramps, make sure a foot is not underneath. Prior to starting the sled, put the park brake on, make sure the throttle is free and that the choke mechanism toggles freely. Start the atv and allow it to idle under choke conditions till it runs free. Release the brake and slowly move the first atv down the ramp and off the trailer and away from the truck being careful not to hit any other obstacles. Use controlled speed. At this point the second atv can either be taken off its own ramp or pulled sideways and taken off the same side as the first. Use extreme caution when using a rear unload and load trailer as backing an atv down a ramp is far more dangerous than driving one forward down a ramp.

Loading atvs. Make sure that the atv is 5 to 10 feet behind the trailer and in a straight line to the ramp and trailer. Ensure trailer is secured to truck and ramps are locked in position secure to the trailer and that they are level. Use controlled speed and drive the atv up the ramp onto the trailer. If insufficient momentum is used and the atv stops partway up the ramp, reverse, and begin the procedure from the beginning. Do not try to accelerate up the ramp as control can be difficult to maintain and abrupt acceleration can place the atv thru the trailer and into the back of the truck with severe injuries. As the sled comes to the top of the ramp onto the trailer, quickly apply the brake. Bring the atv to the appropriate location on the trailer and secure. Load and secure the other atv.

Ensure that retaining devices are in place. Use tie-down straps to further secure atvs if necessary.
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<td></td>
<td>Ride only on trails within the technical capacity and at a safe speed. Use approved Personal Protective Gear (PPE): helmet, goggles, sturdy boots, and gloves.</td>
<td>All personnel should attend an approved ATV safety class before riding an ATV. After the class, remember that riding technical terrain is a learned skill, start easy and work towards harder. Never ride something that you feel uncomfortable about.</td>
<td>When possible ride straight up or straight down a hill rather than across a sidehill. Always shift your weight to the uphill side of the ATV whenever on a hill, for example when going uphill stand up with legs bent at the knees and lean forward. Likewise when going downhill use the same posture but lean towards the rear of the machine. Follow weight distribution guidelines to prevent tipping.</td>
<td>ATVs are capable of riding over obstacles like fallen logs, provided the diameter is not more than about 10 inches. Approach logs at a right angle. If a particular object can be moved from the trail this may be the best way to avoid the hazard</td>
<td>Always wear a helmet and watch the trail ahead for low hanging limbs.</td>
<td>Keep your feet on the foot pegs when the machine is in motion. If the ATV falls over be sure to keep your legs and feet away from getting under the machine.</td>
<td>Install hand protectors on the handlebars and wear gloves.</td>
<td>Carry plenty of drinking water and drink frequently during hot weather.</td>
<td>Distribute the weigh as follows: 2/3rds of weigh should be placed on the back rack (no more than 180 pounds) and 1/3 of the weight on the front rack (or no more than 90 pounds). When using ATV trailers, minimize the load on ATV racks.</td>
<td>Loads must be evenly secured with tie downs or bungee cords.</td>
<td>do not load the front rack on such a way that it impedes our vision.</td>
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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 the Health and Safety Code 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 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:

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