

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**RISK MANAGEMENT WORKSHEET**

1. Organization and Location Basic Risk Management Worksheet for the SEAT Program.			2. Page 1 of 3		
3. Operation / Task  <b>SEAT MANAGER POSITION</b>		4. Beginning Date: Open	5. Ending Date: Open	6. Date Prepared 4/2003	

7. Prepared by (Name / Duty Position)

8. Identified Hazards:	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard.)</i>	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls: <i>(Include SOP's, references, etc.)</i>	13. Supervision and Evaluation Method: <i>(Continuous Leader Checks, Buddy System, etc.)</i>
(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
DEHYDRATION: Skin damage and exhaustion from direct sun exposure and high temperatures.	L	X	H	E	Drink plenty of fluids, wear appropriate clothing like full brim hats and long sleeve shirts, provide shade for all crew members and use sun screen for exposed skin.	X	M	H	E	Ensure adequate levels of fluids and equipment are available at the base. Incorporate dehydration warning signs into safety briefings.	Use the buddy system to monitor the dehydration warning signs, and conduct daily debriefings on personnel welfare.
FATIGUE: Extended duty hours in an uncontrolled environment.	L	X	H	E	Monitor and document duty hours and environmental conditions. Assess the conditions at each base for improving the general working environment, and relay the suggestions to the using agency.	X	M	H	E	Ensure the using agency is advised of current hours and work conditions. Record duty time daily on crew time sheet and adhere to agency work/rest guidelines.	The SEAT Manager and the using agency will continuously monitor compliance with work/rest guidelines.

14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE <b>HIGHEST</b> REMAINING RISK LEVEL)	<b>LOW</b> (Line Supervisor)	<b>MEDIUM</b> (Branch Chief)	<b>HIGH</b> (District Manager)	<b>EXTREMELY HIGH</b> (Must be State Director/Associate)
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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.)

MARK BICKHAM, BLM NATIONAL SEAT PROGRAM MANAGER  
(Signature)

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Driving cars and light trucks	X				Become familiar with vehicles that you may be asked to drive. Always drive defensively, obey traffic laws, use seatbelts, and maintain speed within safe and legal limits.	X				Hold tailgate safety sessions on defensive driving techniques. Have employee demonstrate their proficiency in the type of vehicle they may drive.	Use a buddy system to continuously monitor driving habits of all personnel associated with the SEAT operation
Lifting heavy objects		X			Ensure the weight of the object has been determined prior to lifting. Use proper lifting techniques or identify and order the proper tool for lifting the object safely	X				Include a demonstration of proper lifting techniques in a safety briefing and have equipment on the base for weighing objects.	Use the buddy system to help evaluate the correct lifting techniques or choice of tool needed to lift the object.
Working in proximity of running aircraft engines and pumps.		X			Use hearing protection when in the vicinity of running engines or pumps. Use eye protection to mitigate blowing dust and debris.	X				The SEAT Manager will ensure that they have hearing and eye protection for each assignment.	Use a buddy system to ensure that everyone has eye and hearing protection available to them.
Working in proximity of running aircraft propellers and engine exhaust.			X		Maintain a safe distance from the aircraft at all times. Approach and depart from the aircraft in full view of the pilot and with their consent. Stay away from exhaust stacks of all aircraft during operations and for a time after the engine has been shut down.		X			Make sure each pilot and crew member reviews the approach and departure procedures and signals on the initial pilot briefing. Get a briefing from the pilot on the exhaust systems and surfaces.	Use the buddy system to help maintain a continual vigilance of who is approaching and departing the aircraft. Keep all unauthorized personnel away from the aircraft.

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Working around possible hazardous materials.	X				Have Material Data Safety Sheets (MSDS) for all materials used on the base readily available for all persons on base. Review the local using agency's Hazardous Communication Plan and who to contact if needed.	X				Follow mitigation procedures outlined in the MSDS for materials. Follow procedures outlines in the Hazardous Communication Plan when needed.	Have the local Hazardous Material Coordinator review the SEAT base for compliance with their local plan. The SEAT Manager will ensure that MSDS is available to all personnel, and incorporated into the safety briefings.
Falling from working around areas that may be wet or slippery from retardant residue.		X			Maintain a clean reloading area. Pick-up or wash down and dilute any spills on surfaces of the reloading area. Flag or sign areas that may become wet or slippery during operations. Wear appropriate foot gear with closed toes and compatible with walking on wet or potentially slick surfaces.	X				Ensure the contractor is following the spill guidelines in the contract. Brief all personnel on areas that may have potential problems when wet. Monitor the foot gear of personnel working in and around a wet or slick area.	Continuously monitor areas that have become wet or slippery. Use the buddy system to help identify and sign potential problem areas.

***NOTE: THIS IS A BASIC HAZARD LIST FOR RAMP AND SEAT OPERATIONS. THE SEAT MANAGER NEEDS TO ADD ADDITIONAL HAZARDS THAT MAY BE SPECIFIC TO THEIR OPERATION.***