

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

**RISK MANAGEMENT WORKSHEET**

1. Organization and Location: Alaska Fire Service Fort Wainwright, AK 99703

2. Page 1 of 4

3. Operation / Task  
Motor Vehicle Operations

4. Beginning Date:  
1 Oct 2014

5. Ending Date:  
30 Sep 2015

6. Date Prepared:  
23 Oct 2014

7. Prepared by (Name / Duty Position) Kent Gale Communications Section Chief

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.)	
	N	M	M	S		C	N	M	M			S
Driver physical limitations.  (Be Specific)		X			Supervisor will ascertain whether driver is capable of operating a vehicle safely. If there is doubt, a medical exam should be conducted.						Refer to BLM Manual H1112-1, Ch. 14, BLM H1112-2, Topic 4. AK-IM-2008-011 Motor Vehicle Operator Policy	Supervisor will initially determine if a new driver is capable of operating a vehicle safely.  (Be Specific)
14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)	<b>NEGLECTIBLE</b> (Supervisor)				<b>MINOR</b> (Associate/Assistant Mgr. / Branch Chief)	<b>MODERATE</b> (Field Manager)				<b>SERIOUS</b> (District Manager)	<b>CRITICAL</b> (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.)

*Kent Gale*  
Printed Name / Signature

**CONTINUED**

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)	N	M	M	S		C	(Be Specific)	N	M	M			S
Driver proficiency.				X		-Driver must possess a valid state driver's license. -New drivers will complete on-line Defensive Driving Training prior to receiving a Government issued drivers license.		X					- AK-IM-2008-011 Motor Vehicle Operator Policy -Supervisor will physically view driver's license, verify completion of training	Supervisor checks of employee driving activities.
Fatigue				X		-Adequate rest stops/stretch breaks, driver rotation. Recommend 15 minutes per 2 hours continuous driving -Drivers will not exceed 8 hours driving time within a 16 hour duty period. -At least 8 consecutive hours of rest are required before any duty period requiring driving.		X					-Refer to BLM Manual H1112-1, Ch. 14, BLM H1112-2, Topic 4. Pre-trip briefing.	Supervisor check of time recovery to ensure driving/rest schedules are being followed.
Vehicle malfunction.				X		-Thoroughly inspect vehicle monthly: fluids, lights, wipers, washers, brakes, belts, and tires. - Daily pre-trip "walk-around" inspections of tires, lights, glass, fluid leaks.		X					- Driver will perform vehicle inspection log prior to travel . Refer to BLM Manual H1112-1, Ch. 14, BLM H1112-2, Topic 4.	Supervisor will spot check for performance.
Collision.				X		-Seat belt worn at all times when vehicle is in motion. -3 second rule following distance, and other defensive driving techniques. -Reduce speed. -Increase following distance/time to 4 seconds+. -Insure proper tire inflation as per info on tire. -Vehicles will carry: <ul style="list-style-type: none"> <li>• Warning flags or reflectors</li> <li>• Essential emergency</li> </ul>		X					-Defensive Driver Training will be provided	Supervisor will spot check for performance.



