

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

**RISK MANAGEMENT WORKSHEET**

1. Organization and Location: SW District, Colorado			2. Page <u>1</u> of <u>3</u>		
3. Operation / Task Hand Tool Use		4. Beginning Date:	5. Ending Date: Review Annually	6. Date Prepared: 02/13/19	

7. Prepared by (Name / Duty Position) Bryan Yeager / District Safety Specialist

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	C	(Be Specific)	(Be Specific)
<ul style="list-style-type: none"> <li>Cuts, impact injuries</li> </ul>			X			Sheath edged tools when not in use, never drive them into a tree or stump to store them -Maintain 15' intervals between workers using swinging or chopping tools. -Ensure adequate overhead clearance when preparing to use swinging/chopping tools. -Keep axes and other cutting tools sharp. Sharp blades require less force (strain) and are less likely to glance off the work surface.		X				Pre-project and daily crew briefings.  <b>HAND TOOL PPE: GLOVES HEAVY WORK BOOTS TYPE 1 HARD HAT (WHERE NEEDED) SAFETY GOGGLES*</b>	-Supervisor and crew Chief pre-shift equipment checks.

14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)	<b>NEGLIGIBLE</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)
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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

Employee Signature

**CONTINUED**

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<b>(Be Specific)</b>	<b>N</b>	<b>M</b>	<b>M</b>	<b>S</b>	<b>C</b>	<b>(Be Specific)</b>	<b>N</b>	<b>M</b>	<b>M</b>	<b>S</b>	<b>C</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>
Cuts, impact injuries (CONT'D)			X			With axes/adzes, always chop away from your feet, legs, and body. -Grip tool handle firmly, to maintain control in case the blade/head glances off the work surface. -Check swinging tools to ensure handles are tightly attached and free from splinters and splitting. -Avoid holding a tool or fastener for another person to drive with a sledge, if possible.		X				Team least experienced workers with most experienced workers to train and model proper techniques. Refer to DOI Field Manual under Machines and tools -First Aid Training for all field going personnel.	- Routine supervisor/crew chief spot checks. -End of shift review of procedures and practices. -Buddy system: Experienced workers mentoring novices.
Splinters to hand and body		X				Check tools to ensure handles are tightly attached and free from splinters and splitting. -Wear leather gloves to protect hands	X					Same as above <b>PPE:</b> <b>LEATHER GLOVES</b>	-Routine supervisor/crew chief spot checks. -End of shift review of procedures and practices. -Buddy system: Experienced workers mentoring novices.
Sprain/strain injuries		X				Use the weight of the tool to help accomplish the work, not just applied force. -When digging, loosen compacted soil with a pick or digging bar before removing with a shovel, posthole digger, or spade. -When digging with a spade, wear solid, heavy boots, so you can use your body weight to drive the shovel, not your arms or back.	X					Team least experienced workers with most experienced workers to train and model proper techniques. - DOI Field Manual under Field Wrokand Field injury and First Aid -First Aid Training for all field going personnel. Stretch and warm up muscles before starting these types of tasks.	-Routine supervisor/crew chief spot checks. -End of shift review of procedures and practices. -Buddy system: Experienced workers mentoring novices.
Eye injuries from flying debris, such as rock slivers, wood chips,			X			Wear eye protection to guard against flying wood or rock chips,	X					Same as above	-Supervisor evaluations and Leader checks will

or broken or misdirected tools.					liquids, (oils, paints) etc. -Never use the back of an axe head or Sandvik as a hammering tool. -Never hit a tool that's not designed to be struck, with another tool.							<b>PPE: ANSI Z-87.1 TYPE EYE PROTECTION.</b>	be conducted regularly to ensure proper procedures are followed and proper PPE is worn
Head injuries from working in areas overhead		X			Avoid stacking heavy materials overhead whenever possible. -When working with rock hammers or drills on cliff faces or slopes, always wear a Type 1 hardhat to protect your head from falling rocks  <b>HAND TOOL PPE: GLOVES HEAVY WORK BOOTS TYPE 1 HARD HAT (WHERE NEEDED) SAFETY GOGGLES*</b>  <b>* MUST MEET ANSI Z87 STANDARDS</b>		X					-Same as above  <b>PPE: HARDHAT, TYPE 1</b>	-Supervisor evaluations and Leader checks will be conducted regularly to ensure proper procedures are followed and proper PPE is worn.