Form 1112-5
(August 2014)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RISK MANAGEMENT WORKSHEET

1. Organization and Location:			2. Page 1 of: 4
3. Operation / Task: District Archaeological Technician Program	4. Beginning Date:	5. Ending Date:	6. Date Prepared:

7. Prepared by *(Name / Duty Position):*

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)	**Negligible**	**Minor**	**Moderate**	**Serious**	**Critical**	**(Be Specific)**	**Negligible**	**Minor**	**Moderate**	**Serious**	**Critical**	**(Be Specific)**	**(Be Specific)**
Vehicle Maintenance Some sites are on unpaved roads and may be more challenging to access.	x					Check your vehicle prior to leaving your starting point. Make sure that you have enough fuel. Verify that you have the proper equipment in the case of an emergency. (ie spare tire, flashlight, etc)	x					Educate and inform DATs about the hazards. Provide location directions and advise on the area conditions	CADO, a buddy system. A method of letting someone know where you will be in the event something happens, and you need help.
Dehydration, navigation, and Personal Protective Gear	x					Familiarize yourself with the location to which you are going. Take printed maps, GPS or both. Take a compass, plenty of water, a protein bar, sunscreen, a hat, sturdy shoes, long sleeved shirt, a cell phone or handheld radio. Do not visit sites after dark.	x					Educate and inform DATs about the hazardous in the area. Provide location directions and advise on the area conditions	CADO, a buddy system. A method of letting someone know where you will be in the event something happens, and you need help.
Weather related hazards	x					Check the weather before departing for the day, and not just at the site, but for the entire route. Utilize sunscreen and protective clothing such as sun hats, sunglasses, and long-sleeved shirts. Do not attempt to	x					Educate and inform DATs about the hazardous in the area. Provide information about areas that are prone to flash flooding.	CADO, use the buddy system. Make sure that someone knows where you will be at all times.

SAMPLE

						visit sites where flash flooding may be likely.							
Lone working	x					Make sure that someone knows where you will be at all times. Enter an ICE (In Case of Emergency) number in your phone. This should be someone that you regularly check in with. Utilize the CADO system. Know your UTM coordinates for your site, or the site name. If you are hiking away from your vehicle leave a note of the direction that you went.	x					Provide DATs with maps, educate and inform on the dangers of the area.	CADO, utilize a buddy system. Make sure that someone knows where you are in case that you need help.
Slips, Trips, and Falls	x					Check the topography for obvious hidden hazards, loose rock, thorny plants, or steep edges. Ensure that the correct footwear is worn. Good sturdy shoes, preferably a hiking boot that comes above the ankle. Avoid unstable areas, do not try to climb to higher elevations on loose rocks or boulders.	x					Provide DATs with maps, educate and inform on the hazards of the area.	CADO, utilize a buddy system. Make sure that someone knows where you will be at all times in case that you need help.
Aggressive Wildlife/ Livestock	x					Check for aggressive wildlife, especially snakes, scorpions, spiders, wild burros, wild horses, or other wild animals that may potentially be in the area. Do NOT attempt to touch or remove them. If they are particularly aggressive, do not approach the area, wait for them to leave, or come back another day.	x					Educate and inform DATs about potentially hazardous wildlife / Livestock in the area.	CADO, utilize a buddy system. Make sure that someone knows where you will be at all times in case that you need help.
Active looting, or Vandalism	x					Do NOT confront anyone that you happen upon while visiting your site. If it is obvious that the person(s) are the act of committing a crime, leave the area and contact CADO, or the proper authorities.	x					Educate and inform DATs about the proper authorities, and correct protocol.	CADO, utilize a buddy system. Make sure that someone knows where you will be at all times in the event that you need assistance.
Zoonotic disease				x		Wear long pants and long-sleeved shirt with covered footwear and socks to prevent tick bites that may carry disease (e.g. Rocky Mt. Spotted Fever, Lyme disease, rickettsia,		x				Pre-project briefing. Since bug bites are common and present mainly a discomfort, volunteer will provide own	-Continuous Supervisor checks. -Encourage volunteer to check with supervisor .

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						Tickborne Relapsing Fever). Use repellent with DEET, picaridin, or IR3535. Check for ticks and shower daily after field work. PPE: Appropriate clothing, repellent.						bug repellent.	
Sprains/strains from lifting boxes or heavy items				x		-Always "test lift" (slightly move) a load to judge weight before actually lifting. -Stand close to objects, with feet in stable position (slightly apart). -Lift by straightening legs. -NEVER TWIST THE UPPER BODY WHILE LIFTING! This is very easy to forget, especially when clearing brush and trees. -Get help for heavy loads. -On uneven ground or poor footing, make repeated trips with lighter loads. -Crouch next to load, knees bent. -Keep back as straight as possible: <u>your legs should do most of the work.</u> PPE: Work gloves Work boots	x					.-Provide designated PPE to volunteer. -Crew chief will demonstrate proper lifting technique. (see safety office for handout, or refer to BLM H-1112-2 ("Safety and Health for Field Operations") Topic 11.2.	-Continuous Supervisor checks. -Supervisor check Volunteer for necessary PPE prior to field visit -Encourage volunteer to check and prompt one another (buddy system). -Supervisor or field supervisor model proper procedures and PPE use.
Weather: heat exhaustion			x			-Refrain from working outside during times of intense heat (late mornings to late afternoons) -Wear appropriate clothing for the environment. -Carry a daypack with enough clothing to accommodate any reasonably possible weather changes. -Dress in several layers so you can adjust your clothing to temp changes, rain, and work exertion.		x				-Pre-project briefing. -Ensure volunteer knows weather before heading out to the field -Ensure volunteer has enough drinking water, sunscreen, and proper PPE -Reduce times volunteer will work during the day	Day before field visit and of field visit, Volunteer supervisor checks in with volunteer to remind them of high temp weather. . -BLM employees' model proper procedures and PPE use. -BLM supervisor check ins with volunteer

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						-Wear work gloves appropriate to temperatures; insulated gloves in winter, unlined leather gloves in hot weather. -Carry sufficient water/fluids to remain hydrated (important in either hot or cold weather.) -Learn signs heat exhaustion/stroke. PPE: Appropriate clothing and head covering.							

14. Remaining Risk Level After Control Measures Are Implemented: **(INDICATE HIGHEST REMAINING RISK LEVEL WITH "X")**	**NEGLIGIBLE** (Supervisor)	**MINOR** (Associate/Assistant Mgr. / Branch Chief)	**MODERATE** (Field Manager)	**SERIOUS** (District Manager)	**CRITICAL** (State Director/Associate)
	X				

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(BLM OFFICE ONLY)

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.)

_____	_____	_____
BLM Authorized Authority Printed Name	**BLM Signature**	**Date**

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INSTRUCTIONS

1. Organization conducting the Risk Assessment and the location of the operation.
2. If more than one page is used, indicate number of pages. (For example: Page 1 of 3)
3. In general terms, identify the operation/task(s) to be performed.
4. Enter the date that the operation/task(s) is/are to begin.
5. Enter the date that the operation/task(s) is/are to end.
6. Enter the date that the Risk Assessment was prepared.
7. Enter the name and duty position of the person completing the form.
8. Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. (For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.)
9. Assess the initial risk using the risk assessment matrix.
10. Identify control measures for each identified hazard in block 8.
11. Assess the residual risk, the risk remaining after control measures are taken into consideration, using the risk assessment matrix.

12. Identify how the controls will be implemented (For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right to Know training, use of PPE, use of spotters.)

13. Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. (For example: supervisor/leader on site, buddy system, employee crosstalk.)

14. Check the appropriate remaining level of risk.

15. The authority accepting the risk should sign this block; however, if the authority is notified and accepts the risk, the person completing the form can note same sign block 15. (See “Note” in block 15.)

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