

ACTIVITY HAZARDS ANALYSIS

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Project: EC-HMQ

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Job: General Vehicle Operations

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Risk Assessment Code(RAC):

M

E = Extremely High Risk
 H = High Risk
 M = Moderate Risk
 L = Low Risk

		P r o b a b i l i t y				
		Frequent	Likely	Occasional	Seldom	Unlikely
S e v e r i t y	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Recommended Protective Clothing & Equipment:
 Seat Belt, [Valid license/permit](#), [Defensive driving training \(initial/4-yr refresher cycle\)](#), [Administrative Vehicle Operating Record \(CEMVS 680\)](#), [GSA Fleet Assistance Center Information – Accident Management Center \(1-866-400-0411\)](#), [GSA Motor Vehicle Accident Report \(Standard Form 91\)](#), [GSA Fleet SmartPay2 Fuel Purchase Card](#), [Cell Phone](#), [Scheduled Maintenance Program](#). **Seldom, Critical**

JOB STEPS	HAZARDS	ACTIONS TO ELEMIMATE OR MINIMIZE HAZARDS	EM 385-1-1 (PARA REF)
General Vehicle Operations	<ol style="list-style-type: none"> 1. Auto Accidents 2. Injury to the driver of the vehicle 3. Injury to other drivers on the roads 	<ol style="list-style-type: none"> 1. Visually check for tire wear, breaks, cuts-report to maintenance mechanic. 2. Contact GSA to make an appointment to replace fluids. 3. Completely clean all vehicle windows of dirt, ice, or snow to assure complete visibility before you drive. 4. Make sure lighting signals properly work; do not drive until they are fixed. 5. Look under vehicle before backing up or pulling forward. 6. Remove all loose junk inside the vehicle because they can cause distractions when driving. 7. Check for prior vehicle damage before 	Section 18 Section 18 A,C, E

driving to avoid accountability.

8. Adjust mirrors, seat, and fasten seat belt before driving. Become familiar with the how to run the instruments in the car.
9. Check fuel supply and for any other emergency kits needed.
10. Drive defensively: Be alert, concentrate on driving, anticipate others actions, know your surroundings and destination. Do not eat, drink or smoke while driving; keep the radio volume low to hear outside warning noises; follow general road safety rules.
11. Operators may only use cellular hands free devices while vehicle is in motion (text messaging and use of other portable listening devices is prohibited).
12. Operators may not eat, drink, or smoke while vehicle is in motion.
13. Prior to each use, but not more often than daily, motor vehicles shall be checked by the operator to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:
 - (1) Service brakes, including trailer brake connections;
 - (2) Parking system (hand brake);
 - (3) Emergency stopping system (brakes);

- (4) Tires;
- (5) Horns;
- (6) Steering mechanism;
- (7) Coupling devices;
- (8) Seat belts;
- (9) Operating controls;
- (10) Safety devices (e.g., backup alarms and lights, fire extinguishers, first-aid kits, etc.); and
- (11) Accessories including lights, reflectors, windshield wipers, and defrosters where such equipment is necessary.

Inspection, test, repair, and maintenance records shall be maintained at the site available on request to the GDA.

Vehicles not meeting safe operating conditions shall be immediately removed from service, its use prohibited until unsafe conditions have been corrected, and re-inspected before being placed in service again.