

# ACTIVITY HAZARDS ANALYSIS

Print Form

Overall Risk Assessment Code (RAC)  
(Use highest code)

L

Date:  Project:

Activity: Operating a Government Vehicle

Activity Location:

Prepared By:

## Risk Assessment Code Matrix

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

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
Severity	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X	Operator	Untrained and unauthorized people operating the vehicle. Person driving under the influence of prescription medication.	All people operating a government vehicle must possess a valid up to date drivers license for the equipment being operated. All people driving a government vehicle are also required to have taken the defensive driver course. Check side effects on any prescription medication being used by the employees to ensure it will not effect their driving.	L
X	Inspect vehicle and surroundings before operation	Inclement weather, low visibility, unsafe/nonworking conditions, contact with hazardous materials, loose tires, low/no oil, headlights out, etc.	Inspect all things required to properly run a vehicle before driving it which includes checking; head lights, tail lights, four ways, turning signals, fluids, wind shield wipers, heater, air conditioner, horn, fuel, antifreeze, working safety belt, and check tire pressure.	L
X	Operating the vehicle	Collisions, skidding, losing control of vehicle in a dangerous situation, and striking unseen objects, striking wildlife. Injury can occur to the driver, passengers, and other bystanders. Fatality, and other serious injuries can occur, pinches, cuts, abrasions, crushed body parts, etc.	Wear your seat belt at all times while operating a vehicle. Wear sunglasses if necessary to protect your eyes. Use head light when needed. ensure the windows and mirrors are always clean so you have clear visibility. Practice safe driving techniques, brush up on the rules of the road, Stay alert and always be cautious while driving. Practice defensive driving techniques.	L
X	Vehicle Backup Policy	Vehicle, property, possibly operator damage	When operating a government vehicle alone, you must get out of the vehicle and inspect the backing path; ensure no objects are in the way. When a passenger is available they must be a guide while the operator backs the vehicle. A 360 degrees inspection must be done around the vehicle before one backs up.	L

# ACTIVITY HAZARDS ANALYSIS

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	RAC
X	Operation of Vehicle and Use of Communications	Collision due to distraction and multitasking. Unnecessary distractions including; phones, radios, speakers, and blue-tooth operation.	Do not operate vehicle and multi-task with radio, cell phones, speakers, and other communication devices. If it is necessary to use one of those devices, pull off the road to a safe location and park the vehicle before using the device. Ensure that your undivided attention is on safely operating the vehicle.	L
X	Off-Road Vehicle Use	Damage to the vehicle or vehicle attachments. Injury to operator and/ or passengers.	Adjust your driving habits based on the terrain conditions you are facing. Use 4 wheel drive on rough and muddy terrain. Avoid driving across waterways, and avoid steep slopes where the vehicle could potentially flip over. Always have a radio or cell phone with you in case of emergency.	L
X	Parkings and Securing of Vehicle	Vehicle, property, and/or operator damage	Do not park along a busy road that may endanger the operator or the vehicle. Always ensure to remove the key from a vehicle and shut the engine off when you are not using it. Also always put the vehicle in park, set the parking brake, and when you park on a hill, your front wheel should be turned towards the curbside.	L

Add Items

	EQUIPMENT	TRAINING	INSPECTION
X	SUV's	Defensive Driver Training	Ensure equipment is inspected and or serviced according to manufactures specification
X	4X4 Trucks	Defensive Driver Training	Ensure equipment is inspected and or serviced according to manufactures specification
X	Dump Truck	Defensive Driver Training and on-site job training	Ensure equipment is inspected and or serviced according to manufactures specification

Involved Personnel:

Acceptance Authority (digital signature):