

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RISK MANAGEMENT WORKSHEET

1. Organization and Location: DOI-BLM-AZ-GDO-TFO-SPRNCA			2. Page 1 of: 8	
3. Operation / Task: FY 23 Friends of the San Pedro River, Office Work	4. Beginning Date: 10/01/2022	5. Ending Date: 09/30/2023	6. Date Prepared: 09/20/2022	

7. Prepared by (Name / Duty Position): Robert Walter, NRS (Recreation)

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: (<i>Specific measures taken to reduce the probability of a hazard</i>) 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)
Slip Trip and Fall Hazards													
File drawers, file boxes, pose a tripping hazard		X				Have only one drawer open at a time. Do not walk away and leave the drawer open. Close desk, cabinet doors, and bookcase sliding doors when not in use. Store heaviest loads in bottom drawers. Stack file boxes out of walkway.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
Frayed or worn carpet, bunched area rugs, boxes and stacked papers pose hazards.			X			Repair and straighten carpets and rugs. Keep the work area, free of obstacles and clutter. Wear shoes always to avoid stepping on sharp objects. Do not store boxes and papers in hallways or allow any object to extend into hallways.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: (<i>Specific measures taken to reduce the probability of a hazard</i>) 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)

Rolling chairs may pose a fall hazard.		X				Always keep all five legs of the chair on the floor/ground (four-legged, rolling chairs are no longer authorized). Immediately replace defective parts or broken chairs.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
Items out of arm's reach, heavy items stored overhead.		X				Use only suitable step stools or step ladders. Move ladder or stool to be as close as the object to be moved. Have assistance in holding the ladder.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
Bumps, bruises, lacerations													
Overhead storage of heavy objects on file cabinets.		X				Materials should not be stored on top of file cases, cabinets, or bookcases.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Paper cutter, shredder, and scissors pose hazards		X				Caution new operators. Keep blade locked when not in use. Store cutter in a safe place. Keep long hair and loose clothing away from paper shredders when operating machines.	X					Volunteer safety orientation. Purchasing: Buy paper cutter with finger guard and locking mechanism. Paper shredder with finger/clothing guard and automatic shutoff.	Volunteer project lead to inspect and walk around with request for immediate correction.
Sharp objects stored in desk drawers (pushpins, knives, blades)		X				Store sharp objects in proper container. Do not put loose sharp objects in desk drawers. Put protective covers on Xacto knives such as cork, Styrofoam, or plastic. Do not put sharp objects in your pockets.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: (<i>Specific measures taken to reduce the probability of a hazard</i>) 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)

Paper cuts, jammed fingers, while filing		X				Point out possibility to inexperienced people. Leave room in filing cabinets to expand.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Puncture/scraping wounds		X				Be alert for drawers left open. Chairs left in aisles, glass doors and cabinets left open. Watch for protruding legs on tables, desks, and chairs. Immediately replace unsafe or nonfunctional furniture.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Falling			X			Always use handrails going up and down stairs. Make sure stairs are built to OSHA standard. Make sure stairs are well lighted.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Lack of situational awareness													
Office layout can pose multiple tripping hazards. New employees and visitors lack situational awareness.		X				Walk. Do not run in the office. Be alert to potential hazards. Walk to the right. Clearly mark all known hazards (CAUTION: step, low-ceiling, slippery when wet, check door, latch, etc.).	X					Volunteer safety orientation. Rearrange partitions to eliminate blind corners. Install corner mirrors to enhance vision of oncoming foot traffic.	Volunteer project lead to inspect and walk around with request for immediate correction.
Poor dim lighting			X			Replace or repair defective lights or fixtures. Install task lights to eliminate glare or deceptive shadows on work surfaces.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Emergency exits blocked by stored objects. Signs not clearly visible.				X		Perform regular housekeeping. Never store items (even temporarily) in front of an emergency exit.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> 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)

Static electrical shock	X					Do not scuff your feet on carpet. Spray carpets with anti-static solution.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Workstation/ Work Area													
Electrical fire hazard					X	Do not use extension cords in place of permanent wiring circuits. Inspect electrical cords for wear and damage. Repaired (taped) cords are not authorized and must be replaced. Do not use multiple electrical outlet adapters to connect more appliances or electrical equipment than the outlet was designed for.	X					Replace damaged cords. Do not allow use of multiple electrical outlet adapters. Do not allow extension cords as a permanent solution. Seal floor electrical outlets with covers. Get proper wiring to eliminate use of extension cords.	Volunteer project lead to inspect and walk around with request for immediate correction.
Space heaters may cause a fire					X	Only GSA approved heaters will be used. Should be placed so that clothing or furniture will not obstruct air flow to unit.	X					Only auto-shutoff heaters are allowed (dispose of earlier models). Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Long-term computer use: eye strain/eye pain				X		Take breaks and do eye exercises. Blink often to keep eyes moist. Cup hands over eyes and hold for one minute. Roll eyes clockwise three times and then counterclockwise three times. Refocus on an object 20-feet away.	X					Volunteer safety orientation. Office ergonomics training.	Volunteer is responsible for following best practices.
Eye strained/blurred vision/teary or itchy eyes				X		Position computers monitor at right angles to windows if glare is present. Use document holder with its own lighting. Position the	X					Volunteer safety orientation. Office ergonomics training.	Volunteer is responsible for following best practices.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: (<i>Specific measures taken to reduce the probability of a hazard</i>) 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)												

					screen 28 inches from the operator, 10-30 degrees below eye level. Keep screen clean. Ensure proper work area illumination to avoid glare. Adjust screen brightness. Use glare filter, if necessary.								
Repetitive motion injuries – sore neck, back and shoulders, fatigue/insomnia, headache/nausea, irritability, tension/stress, wrist tendonitis, carpal tunnel syndrome (numbness, tingling, pain, burning, and or swelling of fingers, hands, wrists, forearm, and/or shoulder).				X	Periodically change positions of work materials. Do simple stretching/relaxing techniques (deep breathing, isometrics, etc.). Get up and move around. Alternative repetitive tasks with other tasks. Use stand-up workstation with footrest. Position worktable at the same level as elbow (in a 90-degree bend position). Adjust for height. Sit up straight, keep feet flat on the floor.	X						Volunteer safety orientation. Office ergonomics training.	Volunteer project lead to inspect and walk around. Volunteer project lead to pay attention to chronic complaints.
Heavy objects – back strain/pain, pulled ligaments, sore muscles				X	Get help when moving objects. Use a dolly and reduce weight of object before moving. Pack smaller parcels instead of larger ones.	X						Volunteer project lead teach proper lifting techniques.	Volunteer project lead by walking around with request for immediate correction.
Heavy objects can cause back strain				X	Break down objects to carry into smaller pieces before moving. Lift your legs, use a dolly. Ask for assistance.	X						Volunteer safety orientation. Housekeeping standards.	Volunteer project lead by walking around with request for immediate correction.
Objects falling onto volunteers				X	Do not store objects on top of cabinets, bookcases or near heat registers. All objects must	X						Volunteer safety orientation. Housekeeping standards.	Volunteer project lead by walking around with request for immediate

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> 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)

					be more than 18-inches from the ceiling. Store heavier objects in lower drawers/shelves and in the bottom of cabinets to prevent tipping. Keep freight or stored materials out of pathways.								correction.
Loud and/or persistent noise can cause headaches, ear pain				X	Ask for work area decibel level measurement. If above the OSHA threshold, wear hearing protection.	X						Evaluate work areas for possible respiratory hazards. Install ventilating systems and clean them regularly. Immediately report unknown fumes and/or vapors to maintenance personnel or volunteer project lead.	Enroll affected volunteer in Respiratory Protection Program.
Intruders, unwanted guests (inadequate physical security)				X	Ensure doors are locked behind you when entering a building. Ensure windows are secured in all areas before leaving. Never give your key or keys to anyone, for any reason	X						Volunteer safety and security orientation.	Volunteer project lead by walking around with request for immediate correction.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: (<i>Specific measures taken to reduce the probability of a hazard</i>) 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)				

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			

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

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.)