

 <p>U.S. Department of Agriculture Forest Service</p> <p>JOB HAZARD ANALYSIS (JHA) References-FSH 6709.11 and -12 (Instructions on Reverse)</p>	<p>1. WORK PROJECT/ACTIVITY</p> <p>UTV/ATV Use</p> <p>4. NAME OF ANALYST</p> <p>Alicia Sanchez</p>	<p>2. LOCATION</p> <p>Los Padres National Forest</p> <p>5. JOB TITLE</p> <p>Assistant Recreation Officer</p>	<p>3. UNIT</p> <p>MPPRD/OJAI/SLRD/SBRD MRD</p> <p>6. DATE PREPARED</p> <p>12/18/2018</p>
<p>7. TASKS/PROCEDURES</p>	<p>8. HAZARDS</p>	<p>9. ABATEMENT ACTIONS</p> <p>Engineering Controls * Substitution * Administrative Controls * PPE</p>	
<p>UTV/ATV Operator Qualifications</p> <p>Establishing the correct Personal Protective Equipment (PPE), Plan for Medical Emergencies</p>	<p>Unskilled, untrained operators having accidents</p> <p>Injuries due to lack of Personal Protective Equipment (PPE)</p>	<p>Only qualified and authorized volunteers can operate ATVs and UTVs. Qualifications include:</p> <ul style="list-style-type: none"> • Familiarity with the Forest Service Driver Operator Guide (EM-7130-2) and the ATV/UTV manufacturer's operating manual. • Successful completion of the ATV Safety Institute (ASI) ATV Rider Course training or equivalent training that is approved by the forest supervisor, assistant director, or line officer having responsibility for the task or project. • A valid Operator's Identification Card, OF-346, which documents the rider's qualifications. For volunteers, a letter of authorization may be issued in place of Form OF-346 (FSH 7109.19, chapter 60). • Reevaluation by a certified trainer every 3 years. Infrequent users (less than 16 hours of rides a year), including volunteers, must have a check ride by a certified trainer before using an ATV/UTV. <ol style="list-style-type: none"> 1. Identify PPE and field equipment required for ATV/UTV use in the JHA/RA. At a minimum the following PPE/field equipment shall be used: <ol style="list-style-type: none"> a. First aid kit as outlined in FSH 6709.11, sec. 21.22 with bloodborne pathogens equipment. b. Personal communications device defined as a two-way radio, cellular phone, or satellite phone. In accordance with the forest communications plan. c. A full or three-quarter face motorcycle helmet with chin strap properly secured for ATV operators, UTV operators, and passengers. Exceptions for UTV see paragraph c(2). (1) Helmets that meet requirements of the Department of Transportation (DOT), ANSI Z90.1 standard, or Snell Memorial Foundation (SMF) standards. (2) A DOT approved shorty helmet can be worn when operating or riding as passengers in a UTV (only) if approved by the Forest Supervisor or Project Leader and justified in JHA or RA. (3) Helmets must be replaced as recommended by their manufacturer or sooner if significant wear or damage from an impact or accident is 	

evident.
d. Gloves. Type to be determined by the JHA/RA based on the work and environment conditions.

e. Long pants and long-sleeved shirt, jersey, or jacket.

f. Footwear that meets or exceeds 8-inch cut – resistant (all-leather) laced boots with nonskid soles or boots that are specifically designed and manufactured for motor-cycle/ATV riding. Environment climatic conditions may also determine specific boots.

g. Eye protection. Safety glasses, goggles, or sunglasses that meet the ANSI Z87.1 standard or face shield. UTV equipped with a completely enclosed cab or windshield safety glasses may not be needed.

h. Additional rider protection gear identified in the JHA/RA, such as rider pants, knee/shin/elbow guards/shoulder pads, a kidney belt, or chest protector.

i. Owner's manual and tool kit

j. For back-country travel (for the purpose of this directive—is being two or more hours away from transportation, a vehicle, or the loading site), see chapter 10 for PPE and safety practices.

1. Loading and unloading are high hazard operations and injuries are likely to be severe. For this reason, all required PPE shall be worn while loading and unloading ATVs/UTVs to and from vehicles and trailers. This also applies to winching operations, even though the operator is not on the vehicle.

2. Transport vehicles must have the adequate rated capacity and capability to haul the ATV/UTV without exceeding the vehicle's gross vehicle weight rating (GVWR). Follow direction in FSH 7109.19, chapter 30 for maximum trailer and vehicle loading capacities.

3. When transporting an ATV/UTV on a trailer, the trailer must have the appropriate rating, ensuring that the load does not exceed combined gross vehicle weight and trailer rated capacity.

4. Only pickup trucks or larger vehicles that have room for all four wheels of the ATV to rest on the bed of the truck will be used to transport ATVs. Total cargo carried (including passengers, gear, and ATV in a truck) may not exceed the limits in FSH 7109.19, section 31.1.

5. Trailers shall be the only way to transport UTVs.

6. Trailers are the recommended method for transporting ATVs.

7. Check the ATV/UTV owner's manual for maximum loading or unloading slope capabilities.

8. Transporting an ATV in a pickup truck has the following requirements:

Accidents due to instability of ATVs and UTVs when loading and unloading, work out equipment used to secure loads, inappropriate vehicle weights

Loading and Hauling

- a. Pickups may transport only one ATV loaded in the bed.
 - b. Pickups must have a flat surface, wide enough between wheel wells that the ATV may be rolled on the bed without riding over the wheel wells. Under no circumstances will an ATV be loaded into a vehicle when the ATV must be driven over the wheel wells.
 - c. Pickups should be equipped with front-end header boards (headache racks), if possible.
 - d. When transporting an ATV in a pickup truck, it is strongly recommended that the tailgate be completely closed at all times. If the tailgate cannot be closed, all four tires of the ATV shall rest on the pickup bed at all times and not on the tailgate.
9. Operators should consider the following methods to reduce the ramp angle for loading ATVs onto pickup trucks:
 - a. The use of a loading wall, if available, or positioning the rear of the truck near an earthen berm or ridge will reduce the ramp angle from truck bed to ground. If the loading wall is the correct height, it may eliminate the need for ramps and allow roll-on/roll-off loading.
 - b. The truck may be safely positioned with the rear wheels in a depression (for example, a ditch) to reduce the ramp angle. This lowers the bed of the truck and allows the ramps to be located on higher ground on the far side of the depression. Conversely, the bottom of the ramp should not be set into a depression, because this increases the ramp angle.
 - c. Ramps may be of one- or two-piece design, rigid, or folding. Hinges must be factory installed.
 - d. Ramps must be adequately rated to support the combined weight of the vehicle, the operator, and any cargo that cannot be removed from the machine for loading.
 - (1) Minimum ramp loading capacity for ATVs is 1,200 pounds.
 - (2) Minimum ramp loading capacity for UTVs is 1,500 pounds.
 - e. All ramps must be a minimum 72 inches or longer.
 - f. Two-piece ramps will be a minimum of 10 inches wide.
 - g. If available, a properly rated winch is recommended to pull an ATV into the back of a transport vehicle.
 - h. Ramps fabricated of aluminum or steel and of welded construction must have a driving surface with closely spaced crossed members or mesh construction with high traction surface. Wooden ramps may not be used.
 10. Loading ramps must be secured to transport vehicle with two tie-down straps, chains, steel cables, or mechanical fasteners, and capable of supporting the ATV/UTV and associated equipment.
 11. An ATV/UTV being transported must be secured to the transport vehicle or trailer with the transmission in the "lowest gear" or "park," as applicable, and the parking brake set.
 12. Secure ATV/UTVs using four tie-downs, two in front, two in back, to prevent forward, backward, and sideward movement. If a commercially manufactured restraining device is used, two tie-downs may be used in lieu of four, provided the use of the device is addressed in the JHA/RA

**ATV/UTV OPERATOR
Pre-ride Inspection Checklist**

Warning: If a proper inspection is not done before each use, severe injury or death could result. Always inspect the ATV/UTV before each use to ensure the equipment is in proper operating condition.

T = TIRES & WHEELS: Tires—Check air pressure and condition. Wheels—Check rim bolts (lug nuts), axle nuts, and wheel bearings.

C = CONTROLS & CABLES: Controls and throttle—Locate and check workability. Brakes—Check adjustment and fluid level. Recoil Start and shifter—Check workability.

L = LIGHTS & ELECTRONICS: Ignition switch, engine stop switch, and lights—Check workability.

O = OIL, FUEL, FLUIDS, & AIR FILTER: Oil—Check level and for leaks. Fuel—Check level. Coolant—Check level and for leaks. Air filter—Check condition (clean and not torn or blocked).

C = CHASSIS, DRIVESHAFT, SUSPENSION, & EXTERNAL EQUIPMENT: Chassis and suspension—Shake handlebars, footrests, racks, and so forth, to be sure nothing is loose. Drive shaft—Check for oil leaks and missing nuts and bolts. Check fasteners for tightness and racks for cracks. External equipment—Check winches for proper operation, damaged cables, fairlead, hook, and controls. Check tool boxes and other external equipment and loaded items are secured and in good repair. Check trailer hitches are secured and the proper size and capacity.

Injuries and Accidents
due to improper vehicle
maintenance/inspection

Pre-Ride Inspection Checklist Procedures

13.23 – Operations

1. Passengers are prohibited on all ATVs. ATVs may only be ridden by the operator due to the difficulty of two individuals successfully bailing out simultaneously during a rollover event.
2. Carry no more passengers in a UTV than the number of seat with seatbelts installed by the manufacturer. The operator and each passenger must have their own helmet and fully functional seatbelt and it must be fastened and properly adjusted at all times when the vehicle is in motion.
3. When carrying equipment, equalize the load to maintain balance, stability, and center of gravity. Never exceed the manufacturer's maximum carrying capacity for axles or cargo racks as specified in the vehicle owner's manual. Follow manufacturer's loading instructions.
4. Roof cargo racks are prohibited for use within the U.S. Forest Service on ATV/UTV equipment.
5. All tools or equipment transported on ATV/UTV shall be securely attached to the vehicle to prevent loose cargo from falling under the wheels or striking people or the vehicle, as well as to prevent a sudden shift in the center of gravity.
6. Secure equipment on an ATV as close to the center of the machine as possible to help keep the center of gravity of the combined weight of the machine, operator and cargo centered within the machine's footprint, but do not attach equipment in a manner that would interfere with an emergency dismount from the ATV.
7. When transporting external fuel containers, it is required that each UTV have as a minimum, a secured Class 5-BC fire extinguisher, as stipulated in the "Interagency Transportation Guide for Gasoline, Mixed Gas, Drip Torch Fuel, and Diesel" published by the National Wildfire Coordinating Group.
8. Pre-ride Inspection. Operators shall perform a pre-ride safety and mechanical inspection prior to the start of each shift. Exhibit 01 provides a guide to using the "TCLOC" inspection method.
9. When using an ATV/UTV to tow a trailer and/or equipment, the maximum manufacturer's towing capacity specified in the vehicle owner's manual shall not be exceeded. [Note: manufacturer's specified towing capacity varies depending on grade or slope of the terrain to be traveled.] In addition, the trailer's weight rating shall not be exceeded. Operating equipment (spraying or firing devices) on a trailer is industrial use and is not approved.
10. Do not drive recklessly or at excessive speed, or engage in horseplay.

11. Trip plan addressing check-out/check-in procedures (CO/CI), the planned route, and a communications plan must be developed and followed, and a copy provided to the supervisor.

12. Parking the ATV/UTV:

- a. Engage brake.
- b. Shift transmission into park or low range/low gear.
- c. Block tires when parking on an incline/decline, turn off and remove keys if appropriate.
- d. If parking for longer than 1 to 2 days, turn the fuel supply line valve to "off" or follow the manufacturer's instructions.

13. Do not enter deep or swift moving water. Hazards exist when:

- a. Stream bottom is unstable due to mud, sand, boulders, or submerged obstacles.
- b. Water depth is not known or consistent through the entire route of travel.
- c. Stream width or water turbidity prevents a complete view of the bottom across the route of travel.
- d. Water depth and current may stall the engine potentially stranding the operator and causing extensive damage to the ATV/UTV.
- e. Current is forceful enough to require you to counteract it to maintain balance or direction of travel.

10. LINE OFFICER SIGNATURE	11. TITLE	12. DATE
<i>[Signature]</i>	MRD / SLRD DR	3/13/19
<i>[Signature]</i>	MRD DR	4-9-19
<i>[Signature]</i>	SBRD	4/19/19
<i>[Signature]</i>	DRD	

