

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
RISK MANAGEMENT WORKSHEET

1. Organization and Location Basic Risk Management Worksheet for the SEAT Program.	2. Page 1 of 4
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3. Operation / Task RAMP AND SEAT BASE OPERATIONS	4. Beginning Date: Open	5. Ending Date: Open	6. Date Prepared 04/2003
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7. Prepared by (Name / Duty Position)

8. Identified Hazards:	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: (Specific measures taken to reduce the probability of a hazard.)	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls: (Include SOP's, references, etc.)	13. Supervision and Evaluation Method: (Continuous Leader Checks, Buddy System, etc.)
(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Damage to hearing from working in close proximity of running aircraft engines and pumps.		X			Use hearing protection when in the vicinity of running engines or pumps.	X				The SEAT Manager will ensure that all personnel working with the SEAT operation have hearing protection available.	The SEAT Manager will monitor the use and availability of the hearing protection for personnel associated with the SEAT operation.
Working in proximity of running aircraft propellers and engine exhaust.			X		Maintain a safe distance from the aircraft at all times. Approach and depart from the aircraft in full view of the pilot and with their consent. Stay away from exhaust stacks of all aircraft during operations and for a time after the engine has been shut down.		X			Make sure each pilot and crew member reviews the approach and departure procedures and signals with all personnel authorized to be on the ramp. Get a briefing from the pilot on the exhaust systems and surfaces.	The SEAT Manager will ensure that a buddy system is in place to monitor all personnel that have access to the ramp area.

14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)	LOW (Line Supervisor)	MEDIUM (Branch Chief)	HIGH (District Manager)	EXTREMELY HIGH (Must be State Director/Associate)
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15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High or Extremely High, 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.)

MARK BICKHAM, BLM NATIONAL SEAT PROGRAM MANAGER
(Signature)

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Working around possible hazardous materials.		X			Have Material Data Safety Sheets (MSDS) for all materials used on the base readily available for all persons on base. Review the local using agency's Hazardous Communication Plan and who to contact if needed.	X				Follow mitigation procedures outlined in the MSDS for materials. Follow procedures outlined in the Hazardous Communication Plan when needed.	Have the local Hazardous Material Coordinator review the SEAT base for compliance with their local plan. The SEAT Manager will ensure that MSDS is available to all personnel, and incorporated into the safety briefings.
Falling or tripping from working around areas that may be wet or slippery from retardant residue.		X			Maintain a clean reloading area. Pick-up or wash down and dilute any spills on surfaces of the reloading area. Flag or sign areas that may become wet or slippery during operations. Wear appropriate foot gear with closed toes and compatible with walking on wet or potentially slick surfaces.	X				Ensure the contractor is following the spill guidelines in the contract. Brief all personnel on areas that may have potential problems when wet. Monitor the foot gear of personnel working in and around a wet or slick area	The SEAT Manager will continuously monitor areas that have become wet or slippery and provide some type of flagging or signing of the potential problem.
Falling or tripping from working around equipment and hoses associated with retardant loading operations.		X			Try to keep hoses confined to the containment area whenever possible. Keep wash down hoses rolled up when not in use. Ensure that the ramp area is well organized and that all equipment has a designated space to be returned to when not in use.	X				Provide all personnel with a briefing on the ramp layout Limit access to areas on the ramp that hoses may be deployed frequently for loading.	The SEAT Manager will monitor the ramp access for unauthorized personnel and establish a buddy system that helps keep the ramp area well organized.

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Working around areas that may cause injury to eyes and skin from blowing dust and debris from prop wash.			X		Wear eye protection in and around the ramp area. Establish a Foreign Object Debris (FOD) program for the SEAT base. Inspect the ramp and surrounding areas continuously for objects that may be blown into the air by the prop wash. Ensure all containers have secure lids or tie downs in place to withstand the prop wash.	X				Eye protection will be worn by all personnel on the ramp as SOP. All crew members will inspect the SEAT base <i>daily</i> for possible FOD material.	SEAT Manager will continuously monitor the ramp area for problem areas that may be susceptible to prop wash. The SEAT Manager will establish a buddy system with all personnel to participate in the FOD program.
Public and animal access to the ramp and SEAT base areas.			X		Limit access to loading area and the ramp area to authorized personnel only by utilizing flagging materials if possible. Establish a staging area for the general public to view the SEAT operation. Make an assessment of the perimeter airport fencing for animal access control and develop procedures for detecting and controlling any stray animals.	X				Conduct briefings with all personnel on the procedures for detecting and controlling wildlife or domestic animals. Provide each member of the general public visiting the area with a briefing on the established viewing area.	The SEAT Manager will continuously monitor the ramp and SEAT base for unauthorized personnel or animals. The SEAT Manager should interact with the general public and provide opportunities to interact with the SEAT personnel during down times.

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Motor vehicle traffic interfering with the SEAT base and ramp areas.		X			Limit the access of the ramp and SEAT base to designated routes and areas. Establish parking lots and post signs to assist drivers. Identify and flag any critical areas that may require a member of the SEAT operation to escort vehicles to and from the area.	X				Ensure each driver receives a briefing on the established traffic routes and designated parking areas. Conduct debriefing sessions each night to monitor traffic concerns.	SEAT Manager will monitor all drivers to ensure they are adhering to the established routes and parking areas.
General threat of theft, vandalism or security concerns.		X			Assess the current security level of the base, identify the potential and probability of security threats and relay the information to the using agency. Establish an airport watch awareness program with all personnel associated with the SEAT base. Conduct regular inspections of the aircraft, vehicles and SEAT base for possible tampering or vandalism.	X				Ensure each member receives a briefing on the airport watch awareness program procedures. Review the findings from the daily inspections performed each day. Incorporate any mitigation procedures the using agency has identified to improve security concerns.	The SEAT Manager will establish a buddy system with all members of the SEAT operation to participate in the airport watch awareness program. The SEAT Manager will report any incidents to the using agency and the FBO.

NOTE: THIS IS A BASIC HAZARD LIST FOR RAMP AND SEAT OPERATIONS. THE SEAT MANAGER NEEDS TO ADD ADDITIONAL HAZARDS THAT MAY BE SPECIFIC TO THEIR OPERATION.