

Quality Management Office (QMO) Job Risk Assessment

<p>Name(s) of Specific Application Risk Team Members: Baker, Teresa; Condemni, Cyrena; Grizzel, Fredrica; H; Jerome, Winnifred; Morrison, Tina C.; Orta, Katherine J; Patterson, Courtney; Savage, Richard; Scocca, Stasia Ann; Sierra, Edward; Stein, Steven H; Usher, John L; Wilke, Jessica R;</p> <p>Rev. 1 J. Fortunato, K. Orta, R. Roberts, F. Grizzél, S. Kessler; S. Stein</p> <p>Rev. 2 J. Fortunato, R. Roberts, S. Stein, J. Wilke, H. Todosow, G. Flete</p>	<p>Point Value → Parameter ↓</p>	1	2	3	4	5
<p>Job Title Driving Vehicles</p> <p>Job Number or Job Identifier: JRA-QMO-04</p>	<p>Frequency (B)</p>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<p>Job Description: Driving BNL and personal sedans and light pick-up trucks on-site and off-site to transport personnel and small, hand-held packages</p>	<p>Severity (C)</p>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
<p>Training Procedures List (Optional): NYS Driver's License (or reciprocal) is required. New Employee Orientation required. Defensive Driving course is optional. Inspection, insurance and maintenance of vehicles is required.</p> <p>Applicable Standard Operating Procedures: None</p> <p>Approved by: R. Lebel Date: June 20, 2008 Rev. 2 <i>(Signature on file)</i></p>	<p>Likelihood (D)</p>	Very Unlikely	Unlikely	Possible	Probable	Multiple
<p>Stressors (if applicable, please list all) Lighting; walking surface conditions: Inclement weather such as rain, snow and ice. Seasonal wildlife hazards such as deer, turkey, and geese. Time pressures, construction, road conditions, sun, miscellaneous distractions, alcohol and medications</p>	<p>Reason for Revision (if applicable): Rev. 1- Annual review required per Interim Procedure Number: 2004-18001-002 Revision: 14 on 1-26-07, Title: Job Risk Assessment (JRA)</p> <p>Rev. 2 – Periodic review per OHSAS 18001 Program Subject Area (Rev. 1.0); (See Comments)</p>		<p>Comments: Rev. 1 - Lab vehicles are used infrequently. Likelihood on vehicle accident changed from 3 to 2. Rev. 2 – Added optional Defensive Driving course and abide by NYS laws as controls.</p>			

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Activity	Hazard	Without Controls					Before Additional Controls						After Additional Controls								
		# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Preliminary walk-around inspection of Lab vehicles	Bump of body part, pinched hands/finger						Proper attire (footwear, gloves), JRA-QMO-02 (Walking)	Y	1	1	1	2	2								
Entering/Exiting parked vehicles – driver or passenger	Slips, fall on same level, bump of body part, pinched hands/finger, struck by moving vehicle						Vehicle design- knobs, handles, headliner/door/dash padding, marked parking spaces, proper footing, road and parking lot maintenance. High percentage of parking lots vs. on-street parking, lower speeds in parking lots, street lighting, rear view mirrors	Y	1	5	2	3	30								
Driving car/light truck	Vehicle accident- striking another vehicle/being struck or striking an object (pedestrian, animal, tree, sign, building, etc.)						Speed limit; Police enforcement of driving rules & speed limits; design of vehicle, seat belt; licensed drivers; vehicle, road and parking lot maintenance, vehicle lights; marked crosswalks, street lighting, inspection sticker program of vehicles; SBMS Traffic Safety, ESH reminders. Optional Defensive Driving course*. Abide by NYS laws.	Y	1	5	3	3	45								
Gas fill-up	Fire from fueling						Trained service personnel for filling gas and checking vehicles, shutting off ignition, fire suppression system	Y	1	3	2	1	6								
Loading and unloading larger packages	Sprain/ strain injury from lifting						See JRA-QMO-06, Manual Material Handling	-	-	-	-	-	-								
*Risk:		0 to 20			21 to 40			41-60			61 to 80			81 or greater							
		Negligible			Acceptable			Moderate			Substantial			Intolerable							

Further Description of Controls added to Reduce Risk: *QMO will pay one-half of the cost, from BSA funds, for staff to take a Defensive Driving course. A task was added in S. Stein's Outlook to ensure this is communicated to staff.

Lessons Learned from this Risk Assessment; Improvements, Positive Feedback: None

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