

Job Safety Analysis/Risk Assessment/PPE Assessment

Location:		Department:	Activity/Process being assessed:
Rush Creek Lodge		Facilities	Tractor Operation
JSA Reference #: FL003		Assessors: Assistant General Manager	
ID	Job Tasks	Potential Hazard	How to Control Hazard
1	Training/Authorized Use: Only those employees who have been properly trained and have reviewed and signed-off on this JSA may operate the Tractor	Bodily Injury: Failure to read, understand, and follow the safety guidelines outlined in this JSA may result in Employee or Pedestrian Injury and/or Property Damage	Employee Use: Each employee must read, understand, sign-off, and adhere to the safety guidelines outlined in this JSA.
2	Pre-Shift inspection	Mechanical damage or non-functioning tires, brakes, steering, lights	Before using: Check tires, brakes, steering, lights, Horn. Report any deficiencies to maintenance. Do not use if unsafe to do so.
3	Safe Vehicle Operation: Anyone operating a Cart in an unsafe manner will be subject to strict disciplinary action.	Bodily Injury: Potential for tip over, running Over Pedestrians, injuries to driver or passengers legs, arms or other body parts.	Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm property (e.g., no driving on landscaping or sidewalks, unless authorized to do so). No other person can be on the tractor while it is in operation. Universal hand signals must be used for turning while operating in parking lots and/or roadways where electric signaling devices do not exist. Drivers shall follow all normal vehicle traffic patterns. Do not cross against traffic or take shortcuts against the flow of traffic. Drivers shall obey all traffic signs. Drivers must come to a full stop at all "STOP" signs and yield to all pedestrians in designated areas. Drivers shall park with the flow of traffic and in the same direction/manner that all other vehicles are parked. An exception is allowed when parking near work areas that are off the roadways and/or parking lots.
4	Comply with Passenger Limit/Load Capacity	Bodily Injury: Exceeding the load limit may result in a tipover or obstructed vision leading to a crash resulting in bodily injury.	Do not exceed the passenger limit or load capacity designated by the vehicle's manufacturer.
5	Parking:	Parking directly behind a car, truck or service van may result in property damage, injury or death. Blocking emergency vehicles paths may result in lost response time for emergencies. Parking on uneven, soft or rocky surfaces may result in a slip or fall while exiting or entering the tractor. Leaving keys in unattended may result in theft, property damage and injury to citizens	Parking allowed only on hard-covered surfaces (e.g., asphalt, concrete, brick) unless necessary for work tasks and approved by Facilities Management; Parking prohibited on soft surfaces, including but not limited to: landscaping, unpaved surfaces, etc. unless authorized by Facilities Management. Do not block entrances to buildings, stairways, disability ramps, or main thoroughfares. Do not leave keys in unattended carts. Do not push a stalled golf cart as this can cause damage to the golf cart.
6	Speed Limits:	Excessive speed in such vehicles may result in a crash causing bodily injury	Drivers must reduce speed on walkways and in pedestrian areas to a slow "walking" pace. Pull over if the speed your traveling in the utility cart-type vehicle is slowing down traffic or if you observe an unsafe motorist.

7	Recharging Electric Vehicles:	Electrocution, exposure to battery acid, burns, etc.	Electric vehicles will be recharged at location designated by authorized personal only. Use of extension cords from inside buildings to vehicles is prohibited for long term use.
8	Servicing/Changing Batteries:	Electrocution, exposure to battery acid, burns, etc.	All batteries shall be serviced by a competent person following manufacturer's recommendations for proper handling, storage, servicing and disposal. Employees servicing batteries must wear proper PPE to include safety glasses and face shield, rubber or equivalent protective gloves, long sleeves and pants and a chemical protective apron and/or Tyvek type suit is recommended.
9	Reporting Accidents/Injuries:	None	Immediately report all accidents to Management.
Required Training:		Tractor training	
Required Personal Protective Equipment (PPE):		Driving: Ear muffs. Service: Safety glasses and face shield, rubber or equivalent protective gloves, long sleeves and pants and a chemical protective apron and/or Tyvek type suit is recommended.	
Persons Affected: Operator Other Worker (including leased labor) Outside Contractor			

I understand and will adhere to the steps, hazards and controls as described in this JSA.

I understand that performing steps out of sequence may pose hazards that have not been evaluated, nor authorized.

I will contact my supervisor prior to continuing work, if the scope of work changes or new hazards are introduced.

I understand I have the authority and responsibility to stop work I believe to be unsafe.