

SITE ACCESS VEHICLE USE

Purpose This Water Quality and Hydrology Group procedure describes safety and emergency procedures for site access vehicle operations.

Scope This procedure applies to all ENV-WQH staff and contract personnel who Operate site access vehicles for Los Alamos National Laboratory use.

In this procedure This procedure addresses the following major topics:

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Hazard Review The hazard review associated with this work is documented in Attachment 1.

First authorization review date is one year from group leader signature below; subsequent authorizations are on file in group office.

Signatures

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General Information About This Procedure

Attachments This document has the following attachments:

Number	Attachment Title	No. of pages
1	Hazard Review	2

History of revision

This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	4/05	New document

Who requires training to this procedure

The following personnel require training before implementing this procedure:

- All ENV-WQH staff, contract personnel, and students who use site access vehicles to perform work.

Training method

The training method for this procedure is “self-study” (reading) and is documented in accordance with the procedure for training (RRES-WQH-QP-024, *Personnel Training*).

For Polaris operation, driver is required to self-study to the Polaris Ranger Owner’s Safety and Maintenance Manual and receive work authorization from Operations Team Leader.

Prerequisites

In addition to training to this procedure, the following is also required prior to performing this procedure:

- Must have valid drivers license

In addition, comprehension of and authorization to RRES-WQH-SOP-002, *General Field Work*, RRES-ES-Field, *General Field Safety for All*, RRES-WQH-003, *Vehicle Use*, and RRES-ES-Driving, *Driving and Towing Safety for All*, is required.

General information about this procedure, continued

Definitions

Site access vehicle: Includes all terrain vehicles such as the Polaris

Note

Actions specified within this procedure, unless preceded with “should” or “may,” are to be considered mandatory guidance (i.e., “shall”).

Site-access vehicle use

Polaris

The Polaris is for off road use only. Never operate on public roads. Always inspect the Polaris before each use. Follow the inspection procedures in the Polaris Ranger Owner's Safety and Maintenance Manual.

General precautions

Maintain the following precautions when operating site access vehicles:

- Always avoid paved surfaces. If it is necessary to operate on a paved surface, go slowly and do not make sudden turns or stops.
- Always go slowly and be extra careful when operating on unfamiliar terrain. Always be alert to changing terrain conditions.
- To reduce tipover risk, be careful when encountering obstacles and slopes and when braking on hills or during turns. Follow all proper operating procedures as outlined in the Polaris Ranger Owner's Safety and Maintenance Manual.
- Be aware that when driving off-road in extremely dry conditions: the hot catalytic converter on the vehicle is capable of starting a brush fire. Offroad vehicle use may be restricted at certain sites and at specific times of the year due to wildfire hazard conditions.
- Polaris operator should maintain a fire watch during off-road vehicle operations.

Refer to the Hazard Review, Attachment 1, for additional controls.

In the event of fire

Report all fires to EM&R at 667-6211 and leave vicinity of fire.

HAZARD REVIEW

Hazards, Concerns, and Potential accidents	Controls, Preventive Measures (e.g., safety equipment, administrative controls, etc.)	Hazard Level from IMP 300-00-00 Hazard Grading Matrix
Collision with object or tipover	<p>Follow the same rules and regulations as motor vehicles (reference RRES-WQH-SOP-003, Vehicle Use, and RRES-ES-Driving, Driving and Towing Safety for All)</p> <ul style="list-style-type: none"> • Wear seat belts in vehicles that are equipped with them. • Wear eye protection. • Do not transport any passenger unless they are in a seat intended for that purpose. • Never operate in fast-flowing water or water deeper than that specified in vehicle operation manual. • Check for obstacles; never operate over large obstacles such as large rocks or fallen trees. • Follow the site-specific protocols for operation of the vehicle on terrain such as hills, obstacles, slippery or loose surfaces, or other unfamiliar or changing terrain. <ul style="list-style-type: none"> ▶ Never operate Polaris on hills steeper than 15o. ▶ Never climb or descend hills with excessively loose or slippery surfaces. ▶ Never open throttle suddenly. ▶ Never go over the top of a hill at high speed. ▶ Never descend a hill at a side angle; always go straight down. ▶ Maintain a steady speed while climbing a hill. • Before selecting reverse gear, make sure no obstacles or people are behind you, go slowly, and avoid backing down a hill. • When carrying cargo, do not exceed the load capacity, properly distribute load, and securely attach. • Never carry passengers in the box. 	Low

Wastes or residual materials
Training prerequisites

None

See training prerequisites on procedure page 2.

Emergency actions to take in event of control failures

Emergency actions to take in event of control failures or abnormal operation:

In case of **minor injury** of a co-worker while in the field or on official Laboratory business, perform the following steps:

Step	Action
1	Administer first aid.
2	Contact the RRES-WQH group office.
3	Contact EM&R at 667-6211.

In case of serious injury of a co-worker while in the field or during official Laboratory business, perform the following steps:

Step	Action
1	Safety first: Make sure the area is safe for you and your injured coworker.
2	Call 911 or call 667-7080 if using a cellular phone.
3	Call your supervisor.
4	Administer first aid if trained and equipped.

Controlled copies are considered authorized. Work will be performed to controlled copies only. This plan and procedure will be revised according to RRES-WQH-QP-023, *Preparation, Review, and Approval of Procedures*, and distributed according to RRES-WQH-QP-021, *Document Distribution*.