



SUB-PLAN 3: ACCIDENT PREVENTION PLAN

Activity Hazard Analysis (AHA)

Activity/Work Task: Vehicular Driving	Overall Risk Assessment Code (RAC) (Use highest code)					M
Project Location: CENTCOM AOR	Risk Assessment Code (RAC) Matrix					
Contract Number: W912DY24R0043	Severity	Probability				
Date Prepared: 01/01/2025		Frequent (F)	Likely (L)	Occasional (O)	Seldom (S)	Unlikely (U)
Prepared by (Name/Title): Glenn Thompson/Project Manager	Catastrophic (C)	E	E	H	H	M
	Critical (Cr)	E	H	H	M	L
Reviewed by (Name/Title): Dwayne Gipson/Program Manager	Marginal (M)	H	M	M	L	L
	Negligible (N)	M	L	L	L	L
Employer/GBU: Versar	Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC (See above) Note: The RAC is determined after implementing the control for listed hazard.					
Notes: (Field Notes, Review Comments, etc.) References:	P "Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent (F), Likely (L), Occasional (O), Seldom (S) or Unlikely (U).				RAC Chart	
	S "Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic (C), Critical (Cr), Marginal (M), or Negligible (N)				E = Extremely High Risk	
	Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.				H = High Risk	
						M = Moderate Risk
						L = Low Risk

Job Steps	Hazards	Controls	P	S	RAC
1. Inspection and checks of vehicle	1.1 Slips, trips, and falls to the same surface from uneven walking surfaces such as sand, gravel and holes	1.1.2. Look at walking area before moving and stay aware of where you are placing your feet at all times.	S	M	L
		1.1.3. Use suitable PPE (boots for surface you are walking on.			
	1.2 Crushing or pinching fingers, hands, or arms when closing or opening doors or hood	1.1.4. Open and close doors slowly and always be aware of where you and others in the area are placing your hands and arms.	S	M	L
	1.3 Cuts, lacerations, or punctures from sharp edges from vehicle parts that maybe loose or damaged	1.1.5. Do not drag or slide your hands over any parts of the car or truck.	S	M	L
		1.1.6. Use leather gloves when handling parts or pieces that maybe broken or loose.			
2. Inspections and Checks of vehicle prior to operating	2.1 Oil, antifreeze, or brake fluid spills on skin and eyes	1.1.7. Do not check fluids with engine running or while engine is hot.	S	M	L



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	when checking fluids	1.1.8. Wear proper nitrile gloves and cloths to minimize skin exposure when cleaning up spills or wiping off parts such as the oil dipstick. 1.1.9. When checking the transmission fluid which requires the engine to be idling, check from the side of the vehicle and stay away from moving parts such and the fan belt and fan blades. 1.1.10. If you do not know how to check the fluids in a vehicle get help from someone who has been trained on how to properly check fluids or take the vehicle to the Commercial Leased Vehicle Sponsor.			
3. Driving vehicle on public roadways	3.1 Vehicle damage from backing or driving into barriers, cars or people	1.1.11. Allow only properly licensed operators to drive vehicles. 1.1.12. Train all operators of passenger vehicles on the TF Safe Program Operation of Company Vehicles. 1.1.13. Always look around the immediate area and travel path before getting into the vehicle and be aware of items that you may back into or run into. 1.1.14. Sound horn before backing up so that people walking is made aware you are moving. 1.1.15. Have a passenger guide (ground guide) you when your visibility is limited or the space is very small.	S	M	L
	3.2 Vehicle damage and / or personal injury from running into or being struck by another vehicle on the roadway	1.1.16. DO NOT use an electronic device (cell phones, iPods, iPads, GPS's) while driving. 1.1.17. Stay focused on the roadway and look for other vehicles on the roadway while	S	M	L



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		driving. 1.1.18. Use defensive driving practices such as using proper signaling and check all blind spots before changing lanes. 1.1.19. Check all mirrors often while driving and watch for other drivers speeding past you. 1.1.20. Have passengers look to help make sure all other vehicles are clear before changing lanes or moving into traffic.			
	3.3 Losing control of vehicle and rolling it over or running into another vehicle or object because of bad roadways, fatigue, or tire blowout.	1.1.21. Always drive vehicles within posted speed limits. 1.1.22. Check tires regularly for proper air pressure, tire tread defects, or objects stuck in the tires. 1.1.23. Get adequate rest and travel with a passenger when possible during long trips. 1.1.24. Stop when too tired to drive. 1.1.25. Stay focused on the roadway and avoid potholes, trash, or other roadway issues.	O	Cr	M
	3.4 Vehicle damage or personal injury from accidents caused by environmental conditions such as animals in the roadway, sand storms, and rain.	1.1.26. During times where visibility is reduced due to sand storms or other weather conditions, drive slower than normal to allow reaction time for unseen hazards such as other vehicles or objects in the roadway. 1.1.27. Look ahead while driving and use defensive driving techniques to allow time and space for you to react. 1.1.28. If animals (Camels, sheep, foxes, etc.) are next to the roadway, slow down, allow space, and approach the animal as if it is going to move into the roadway. 1.1.29. Stop and wait for the animals to cross if it is on the shoulder moving into the	O	Cr	M



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		roadway.			
4. Fill up vehicle with Fuel	4.1 Burns or vehicle damage from sparks starting fires from fuel fumes	1.1.30. Always turn off engine before filling vehicle with fuel. 1.1.31. Touch the outside of the vehicle (grounding) before touching fuel nozzle to reduce the chance of sparks from static electricity build up on the body.	S	M	L
5. Stopping to address a vehicle emergency or issue	5.1 Personal injury or vehicle damage from being struck by another vehicle	1.1.32. For emergency issues such as a flat tire or engine problems, pull the vehicle out of the lane of traffic as far as possible. 1.1.33. Always use your emergency flashers. 1.1.34. Look for other vehicles before opening doors and exiting vehicles near the roadway. 1.1.35. Place safety triangle (reflective triangle) at least 10 meters behind the vehicle. 1.1.36. Call emergency numbers located in vehicle information log to report vehicle issues.	O	Cr	M
	5.2 Burns from vehicle fires	1.1.37. Use fire extinguisher in vehicle to put out vehicle fires if it is safe to do so. 1.1.38. Ensure you are trained in fire extinguisher use. 1.1.39. Inspect and clean vehicles often to reduce the amount of loose trash or other debris builds up in the engine or exhaust areas.	S	M	L
6. Park Vehicle	6.1 Vehicle damage from parking to close to other vehicles or objects.	1.1.40. Park in proper parking spaces and allow enough room between your vehicle and other near you. 1.1.41. Back into parking spaces where safe to do so to reduce the need for you to back out into traffic.	L	M	M
	6.2 Vehicle damage from vandalism or other people damage vehicle.	1.1.42. Park in defined parking spaces and be aware of people that are in the area when	S	M	L



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		you leave your vehicle. 1.1.43. Always inspect the vehicle before use.			
Equipment to be Used	Training Requirements/Competent or Qualified Personnel	Inspection Requirements			
Vehicle	<ul style="list-style-type: none"> • Task AHA Development and Training Requirement • Safety Orientation • Hands on Training Test • Written Test 	All Employees are to report unsafe conditions as they are observed to their immediate supervisor and a project safety committee member. Effort should be made to communicate findings to contractor.			