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***Safety and Environment***

***Occupational Safety and Health, NWSPD 50-11***

***WESTERN REGION OFF ROAD VEHICLE AND SAFETY TRAINING***

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Date

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1. Purpose: This supplement defines the Western Region safety requirements when operating a snowmobile, snowcat, or all terrain vehicle and provides additional operating information. This will ensure safe operation of the off road vehicle (ORV). All approved operators will attend ORV training for the equipment that they use and survival training.

2. Operating Requirements. Each ORV operator must follow these safety requirements:

- a. Possess a valid driver’s license when required by State law.
- b. Be formally trained on the ORV they use and survival.
- c. Check the weather forecast and avalanche conditions for areas of planned travel. The operator has the final decision on whether to proceed with the trip based on the forecast and weather conditions.
- d. Enter route, name of passengers, time of departure and estimated time of return information into station log. Inform the ESA or MIC when you leave, expected time of travel, and when you reached your destination. This is to be repeated for the return trip.
- e. Perform a pre-trip inspection of the equipment using the owner’s manual guidelines.
- f. Use ORVs for official government duties only.
- g. Review the required safety documentation annually in The Occupational Safety and Health Manual.
- h. Always drive ORV at a safe speed for the general weather and the condition of the road/hill and terrain.
- i. Perform a safety inspection of the ORV before and after each use.
- j. Personnel are prohibited from sharing rides on snowmobiles and all terrain vehicles.
- k. If using a snowcat perform a safety briefing before each trip with personnel that will be riding in the snowcat.

Snowcat eligibility and driver restrictions. Proficiency must be maintained, therefore Electronics Systems Analysts (ESA's) and Electronics Technician's (ET's) are the only personnel authorized to operate a snowcat. Office management will decide on the personnel (up to 3 ETs which may include the ESA). Passengers in ORVs are restricted to NWS personnel having a need to visit the site and equipment.

4. Mandatory Safety Equipment. The following safety equipment is required when operating an ORV. Equipment should be obtained using the standard regional procurement process. The purchase of below items will need to be approved by Western Region Headquarters (WRH) in accordance with the PPE guidance. WRH will provide the equipment for people.

#### **Snowmobile**

- a. Approved helmet
- b. Face shield or goggles
- c. Winter pants and jacket
- d. Boots
- e. Snow Gloves
- f. Personal Locator Beacon (PLB), Satellite phone and/or cellular phone if cellular phone will receive coverage for the entire route.
- g. 72 hour kit or like

#### **Snowcat**

- a. Winter pants and jacket
- b. Boots
- c. Snow Gloves
- d. Personal Locator Beacon (PLB), Satellite phone and/or cellular phone if cellular phone will receive coverage for the entire route. It is encouraged to install a 2 way radio system for snow cat operations.
- e. 72 hour kit

**All Terrain Vehicle**

- a. Approved helmet which will include a face shield.
- b. Boots
- c. Gloves
- d. Personal Locator Beacon (PLB), Satellite phone or cellular phone if cellular phone will receive coverage for the entire route. It is encouraged to install a 2 way radio system for snow cat operations.
- e. 72 hour kit

5. Training. Personnel are prohibited from operating an ORV until they have completed formal training from a qualified individual approved by WRH. Survival/Safety training is included with initial operator training. Approved staff (not formally trained yet) may operate an ORV in a safe environment and with an approved operator for vehicle familiarization before initial training. An operator must be formally trained before travelling to an off road site.

Annual survival training (refresher) is required through the NWS Occupational Health and Safety Program (NWSM 50-1115). This will require the review of safety/survival information. When a new ORV is purchased, equipment specific training may be provided by the seller. If the new design affects basic operations with major design changes, training will be provided. All training will be approved by Western Region Headquarters.

6. Maintenance. Electronic Systems Analysts (ESA's) will ensure that ORV's are inspected for safety and serviced annually and when needed at the beginning of each winter season by a qualified individual. (qualified individual is a dealership or company that regularly performs services/repairs on snowcats, ATVs, and snowmobiles).

Should an ORV breakdown while the operator is in a remote location they should notify the ESA who will make the appropriate arrangements for the vehicle to be retrieved and for the repair work to be performed.

7. Emergencies. Should a person get seriously injured while using an ORV they will use the personnel locator beacons or satellite/cell phone to contact emergency services for help. They are not to attempt drive down a mountain while seriously injured to seek help but rather they will have help come to them.

**Appendix A**

**Weather Forecast Office Off Road Vehicle Equipment**

<b>WFO</b>	<b>Equipment</b>
Elko	Snowcat
Flagstaff	Snowcat and Snowmobiles
Medford	Snowcat and Snowmobiles
Missoula	Snowcat and Snowmobiles
Pendleton	Snowmobiles
Pocatello	Snowmobiles
Portland	ATVs
Reno	Snowcat and ATVs
Salt Lake City	Snowcat and Snowmobile
Seattle	Snowmobiles