

Job Hazard Analysis Form

Location:	Department:	Job:
Shift:	Date:	
Operation/Job Process: Offloading truck at jobsite with forklift		
Assessment Members:		

#	Steps	Hazards	Controls
1	Assess load to be moved	<ul style="list-style-type: none"> Tip over of equipment Load falling off truck or forks 	<ul style="list-style-type: none"> Do not exceed forklift load chart Be sure that forks can extend fully under load to be lifted Use spotter when lifting material off truck (if needed)
2	Assess travel path	<ul style="list-style-type: none"> Pedestrians Uneven terrain Other trades working in area Striking vehicles or other trades machinery 	<ul style="list-style-type: none"> Pre-plan travel path Make sure it is clear of pedestrians and other trades Use spotters in tight operating areas Notify supervisor if other trades work is in the way
3	Entering equipment	<ul style="list-style-type: none"> Slips Trips Falls 	<ul style="list-style-type: none"> Make sure that 3 points of contact are used Keep steps on equipment clean and free of slippery conditions
4	Pick up load off truck	<ul style="list-style-type: none"> Forklift not level Unstable load Exceeding capacity 	<ul style="list-style-type: none"> Keep forklift level Be sure forks are centered and completely inserted under load Check load chart prior to lifting, know the weight of load being lifted before you lift it

			<ul style="list-style-type: none"> • Check mirrors or use a spotter before backing up
5	Traveling with loaded forks	<ul style="list-style-type: none"> • Tip over • Striking other equipment, building, or pedestrians 	<ul style="list-style-type: none"> • Keep load only as high as necessary to clear ground obstructions • Maintain a safe travel speed • Use spotters when operating in tight areas • Be alert for pedestrians
6	Placing load on ground	<ul style="list-style-type: none"> • Tip over of load • Pinch points 	<ul style="list-style-type: none"> • Provide dunnage to place load on, be sure that load is level and forks are clear before pulling the forks out from underneath • Make sure that coworkers or others are clear of the load prior to placing on the ground
7	Traveling back to truck	<ul style="list-style-type: none"> • Striking other equipment • Pedestrians 	<ul style="list-style-type: none"> • Prior to backing up, check mirrors, keep forks elevated enough to not strike other obstructions, maintain safe travel speed.

Equipment to be Used	Training Requirements/Competent or Qualified Personnel Name(s)	Inspection Requirements
Personal Protective Equipment: Insert whatever equipment is required by your company or General Contractor for the project	<ul style="list-style-type: none"> • How to properly wear, care for and clean personal protective equipment 	<ul style="list-style-type: none"> • Know what the requirements are for PPE to be removed from service

Forklift	<ul style="list-style-type: none">• Must be properly trained and authorized to use the specific type of forklift in use	<ul style="list-style-type: none">• Must know the requirements set forth by the manufacturer and OSHA regarding what components need to be inspected prior to use and be knowledgeable as to what constitutes the forklift as being safe to use or needs to be removed from service• This inspection should be documented daily and prior to each use. If a second operator gets into the equipment during the same shift, that operator should perform his own inspection prior to use
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