



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 35
Job/Task Title: Material Handling		
Safe Job Procedure:		Revised 1/2024
<p>This JHA is for the safe and successful operation of moving and storing of materials. Emphasis is placed on inspecting move paths, hazard identification, proper ergonomics, and stretch and flex before beginning of work.</p>		
<p>Required PPE: Hard Hat, Safety Glasses, Hi-Vis Vest, Cut 4 Gloves, Cut Resistant Sleeves, and Work Boots</p>		
<p>Review JHA's 29,30,31: Industrial/ Rough Terrain Forklift, Covering/Cleanup, Lock out – Tag out (LOTO)</p>		
Step #1 Work Area Inspection		
Steps to Complete Job	Hazards	Preventive Measures
Survey and set up the work area.	Workers can be cut on sharp materials, sharp edges, or equipment. Possible trips, falls, and being struck by loose debris or unsecure materials.	1) Hard Hat, Safety Glasses, Hi-Vis vest, Cut 4 Gloves, Cut Resistant Sleeves, and Work Boots.
		2) Identify, eliminate, or mark all trip hazards such as, open holes, slippery conditions, rolling stock, or changes in elevations.
		3) Correct or note any changes in work area since last leaving it.
		4) Pickup loose materials and remove debris from work area.
Identify any stored energies in the work area that could be released due to the work being performed, or by being damaged.	Workers could release unknown or unsuspected energy due to damage, removal of system components, or exposure of system components.	1) Relocate stored energy components or system from work area.
		2) Deenergize and install LOTO procedures to stored energy source.
		3) Install bulletproofing or mitigation to protect stored energy source.
		4) Barricade and tag area around stored energy source.



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

Walk area to ensure that there is adequate lighting and electrical power supply.	Lack of lighting can impair the ability to see, causing trips, falls, cuts, etc. Lack of sufficient electrical power can cause circuit overloads and excessive number of electrical cords in the area.	1) Have temporary task lighting provided before work begins. 2) Have temporary power provided before work begins. 3) Minimize electrical cords in area. Verify the cords in use are rated for their expected use. 4) All cords and lighting to be GFCI protected. 5) All cords to be tested and marked according to current Assured Grounding protocol.
Coordinate work in the area with other trades.	Possible confusion and conflict due to multiple trades working in a limited area.	1) Communicate with other trades to avoid creating a hazardous situation by trade stacking. Coordination.

Step #2 Material/ Equipment Handling

Steps to Complete Job	Hazards	Preventive Measures
Moving material or equipment utilizing carts, pallet jack, or other means of transporting materials and equipment.	Worker can be exposed to strains or sprains due to over exertion or improper lifting techniques, cuts, pinch, pokes, caught between, struck-by, slips, trips, falls, and eye injuries due to flying debris.	1) Stretch and flex before beginning of shift and after lunch. Stretch throughout the shift when needed to reduce or eliminate muscle strains. 2) Utilize mechanical means when feasible and two or more people when moving heavy or awkward loads. Specifically, when rolling up or down ramps. 3) Use proper lifting techniques.
	Use of carts and buggies can cause strains, sprains, crush or roll over hazards, caught in or between, struck-by, collisions, and property damage.	1) Inspect carts and buggys before use ensuring welds are intact and casters are functioning properly. 2) Never overload cart or buggy. 3) Strap bulky items to carts before moving. 4) Inspect move path for holes, depressions, leading edges, or slopes. Plan move accordingly. 5) Move slowly through doorways and restricted areas to avoid pinch points or collisions. 6) Keep feet clear of wheels. 7) Push instead of pulling for better control and if cart or buggy is equipped with static and swivel wheels always push from the swivel side to maintain better control. 8) When loading cart, chock wheels and get help with heavy or awkward material.



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

		<p>9) Always maintain control of cart or buggy while in motion. Anticipate personnel or objects obstructing the move path.</p>
<p>Stocking and organizing of materials to be used.</p>	<p>Poor stocking or organization can cause strains, sprains, cuts, struck-by, or caught between hazards.</p>	<p>10) In the event of loss of control over the cart or buggy, let it go and get away to avoid injury.</p> <p>1) Plan stocking of materials to minimize handling and excessive lifting. The general rule is to touch the material as little as possible.</p> <p>2) Secure and protect materials from the weather; wind, rain, etc., and segregate finish material to avoid damage.</p> <p>3) Use clear and constant communication with your partner when handling materials.</p> <p>4) Be sure that stored materials will not shift and that they are secure from falling. Do this before you leave the task area so you aren't leaving a potential hazard for someone else.</p> <p>5) Never overload storage areas, or stack items so high that they may tip over.</p> <p>6) Always plan on keeping materials on rolling carts when feasible to keep everything mobile.</p> <p>7) Drywall should be stacked on A-frames rather than flat on floor to avoid strains and sprains.</p>