



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

Job Hazard Analysis		JHA # 20
Job/Task Title: Motor Vehicle Operation		
Safe Job Procedure:		Revised 1/2024
<p>This JHA is for the safe operation of company vehicles. Special emphasis is placed on performing a pre-trip inspection and defensive driving.</p>		
<p align="center">Required PPE: Work Boots – Have available Hard Hat, Hi-Vis Vest, and Cut-4 Gloves</p>		
<p align="center">Review JHA's: 26,29 Material Handling, Industrial/Rough Terrain Forklift</p>		
Step #1 Preparing to Depart		
Steps to Complete Job	Hazards	Preventive Measures
Vehicle inspection and setting route.	Worker has the potential to be exposed to strains, sprains, and trips.	1) Stretch and flex before beginning of shift and after lunch. Stretch throughout the shift when needed to reduce or eliminate muscle strains.
		2) Driver must possess a valid driver's license and have authorization to drive a company vehicle.
		3) A daily pre-trip inspection must be performed, and a checklist filled out before using any company vehicle. Any vehicle failing the pre-trip check must be taken out of service until the problem has been corrected.
Step #2 Driving Company Vehicles		
Steps to Complete Job	Hazards	Preventive Measures
Operating a company vehicle.	Worker has the potential to be exposed to multiple types of hazards.	1) Review where the destination is, and what route is going to be taken.
		2) Driver and passengers must be wearing seatbelts while vehicle is being driven.
		3) Obey all speed limits and regulatory laws while driving.
		4) Use of any electronics must be done in a "Hands Free" mode.
		5) Parking brake must be engaged, and wheels chocked if vehicle is being loaded or unloaded.
		6) All vehicles will utilize one of the following when backing up: A back-up camera, A back-



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		<p>up alarm, Double horn prior to backing up, or a spotter.</p> <p>7) No one allowed to ride in the bed of any vehicle at any time.</p> <p>8) Secure or cover all loads to prevent movement.</p>
Step #3 Operating a Lift Gate		
Steps to Complete Job	Hazards	Preventive Measures
Using lift gate to load and unload materials and equipment.	Caught between, runaway loads, trip hazards, fall hazards.	<p>1) Perform a visual inspection prior to use each day checking for loose, missing or worn parts and leaking fluids.</p> <p>2) Lift gate operators should not perform any maintenance. Repairs and maintenance should be performed by an authorized service technician.</p> <p>3) Never enter the area beneath a raised lift gate.</p> <p>5) Ensure proper hand/foot placement. Always be aware of pinch points.</p>