



FRED SHEARER & SONS, INC.
 ESTABLISHED 1916

Job Hazard Analysis		JHA # 36
Job/Task Title: Industrial/ Rough Terrain Forklift		
Safe Job Procedure:		Revised 1/2024
<p>This JHA is for the safe and successful operation of an industrial forklift and a rough terrain forklift. Emphasis is place on certified and competent users, equipment inspection, load ratings, weight of loads, and awareness of surroundings.</p>		
<p>Required PPE: Hard Hat, Safety Glasses, Hi-Vis Vest, Cut 4 Gloves, and Work Boots</p>		
<p>Review JHA's 21,26,31: Warehouse Deliveries, Material Handling, 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, 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) Identify, mitigate, or avoid any obstructions in move path.
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.



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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
Material movement and storage.	Worker could be exposed to strains, sprains, trips, falls, pinch points, eye injuries, and cut hazards.	1) Stretch and flex before beginning of shift and after lunch. Stretch throughout the shift when needed to reduce or eliminate muscle strains.
		2) Plan stocking of materials to minimize handling. WORK SMART
		3) Utilize proper lifting techniques. Get assistance if material is heavy or awkward.
		4) Position the body in front of work to avoid overreaching or twisting.
		5) When feasible, keep material stocked on rolling carts for mobility.
		6) Verify weights of loads. Verify that storage area and devices being used can withstand the weights being loaded onto them.
		7) Secure loads that can be displaced by wind.

Step #2 Forklift Operation

Steps to Complete Job	Hazards	Preventive Measures
Lifting and transporting materials throughout the jobsite or warehouse.	Worker could be exposed to possible collision, tip-over, pinch point, caught between, struck-by, and electrocution hazards.	1) Only certified (within 3 years) and competent personnel to operate forklifts.
		2) Daily inspection checklist to be filled out and kept with the lift before operation.
		3) No riders.
		4) Operator must always wear a seatbelt.
		5) Operator's compartment to be kept clean and clear of debris and tools.



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		<p>6) Spotter is required for congested areas and when operator's field of vision is impaired, or during any awkward or heavy lifts.</p> <p>7) Operator and spotter to agree on signals before work begins.</p> <p>8) Spotter must wear type II reflective Hi-Vis and stay in the operator's line of sight. If line of site is not feasible, the use of a radio is required.</p> <p>9) Operator is to confirm load is always stable and secure.</p> <p>10) No personnel are permitted under raised forks.</p> <p>11) No personnel are permitted between forklift and immovable object.</p> <p>12) Parking brake must be engaged before leaving the lift unattended. When parking on an incline, wheels must also be chocked.</p> <p>13) Forks are to be lowered and tilted down when unattended to remove any trip hazard.</p> <p>14) All loads to be carried as low as feasible.</p> <p>15) Internal combustion forklift is to be used only in well-ventilated areas.</p> <p>16) When operating a rough terrain forklift, out riggers must be lowered and stable before lifting a load higher than 8 feet.</p> <p>17) When manually spreading forks, lift forks up and point tips towards the ground.</p>
Step #2 Forklift Operation		
Steps to Complete Job	Hazards	Preventive Measures
Performing basic maintenance.	Worker could be exposed to cuts, scrapes, burns, caught between, struck-by, and hazardous flammable chemicals.	<p>1) Anytime basic maintenance is performed, the key must be removed, parking brake must be engaged, wheels chocked, and forks lowered to the ground.</p> <p>2) Only refuel in a well-ventilated area.</p> <p>3) No modifications or alterations to the forklift, or forks allowed.</p> <p>4) Forklift must have fully charged and operating fire extinguisher on board at all times.</p>