



**FRED SHEARER & SONS, INC.**  
 ESTABLISHED 1916

<b>Job Hazard Analysis</b>		<b>JHA # 21</b>
<b>Job/Task Title: Warehouse Deliveries</b>		
<b>Safe Job Procedure:</b>		<b>Revised 1/2024</b>
<p>This JHA is for the safe completion of Move-in/ Move-out (MIMO), loading, transporting, and unloading of materials and equipment. Special emphasis is placed on ergonomics, staying out of pinch point areas, and avoiding crush hazards.</p>		
<p><b>Required PPE: Hard Hat, Safety Glasses, Cut-4 Gloves, and Work Boots</b></p>		
<p><b>Review JHA's 20,26,30,31: Motor Vehicles, Material Handling, Cover and Clean-up, LOTO</b></p>		
<b>Step #1 Work Area Inspection</b>		
<b>Steps to Complete Job</b>	<b>Hazards</b>	<b>Preventive Measures</b>
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 (framing or cutting), Knee pads (layout), 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 (JHA #31) 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. <b>Coordination.</b>

**Step #2 MIMO (Move-in/ Move-out)**

<b>Steps to Complete Job</b>	<b>Hazards</b>	<b>Preventive Measures</b>
Loading Trucks.	Worker can be exposed to strains, sprains, pinch points, caught between, struck-by hazards, runaway loads, and falls.	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 your move path and clear all obstructions.
		3) Proper hand/ foot placement at all times to avoid pinch points or caught between hazards.
		4) Only workers that are current (within 3 years) on forklift certification can operate the lift.
		5) Keep an escape plan in mind. Be prepared to let the load go and move out of the way. Never sacrifice yourself for the freight.
		6) Workers must be trained in the use of the lift gate to operate.
		7) All items must be secured in the truck to avoid shifting of the load when transporting.
		8) Use mechanical means when feasible.
		9) Always practice proper lifting techniques.
		10) Get help with heavy, awkward loads.
		11) Own your area and keep by-standards at a safe distance.
		12) Communicate between co-workers.
		13) Lift gate should never be left unattended while extended or left at bed level.



**FRED SHEARER & SONS, INC.**

**ESTABLISHED 1916**

<p>Unloading Trucks.</p>	<ol style="list-style-type: none"><li>1) Be aware when preparing to unload a truck, the load may have shifted in transit.</li><li>2) Before running the lift-gate loaded, run it empty through its full range to verify that all features are working properly.</li><li>3) Secure top-heavy loads with strapping to prevent the item from tipping or rolling. Lock wheels or use wheel chocks while unloading.</li><li>4) Own your area and keep by-standards at a safe distance.</li><li>5) Never use the lift-gate for any purpose other than to lift or lower cargo from the truck.</li><li>6) Lift gate should never be left unattended while extended or left at bed level.</li></ol>
--------------------------	--