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Job Hazard Analysis		JHA # 35
Job/Task Title: Material Handling		
Safe Job Procedure:		Revised 11/2024
<p>This JHA is for the safe and successful Material Handling. Emphasis is placed on proper ergonomics and lifting techniques to avoid strains and sprains.</p>		
<p>WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK</p>		
<p>Review JHA's: #29 Industrial/ Rough Terrain Forklift, #30 Covering/Cleanup, #34 Overhead Work</p>		
Step #1 Material/Equipment Handling		
Steps to Complete Job	Hazards	Preventive Measures
Moving material or equipment using carts, pallet jack, or other means of transporting materials and equipment.	Worker may 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) Gloves with minimum Cut level 4 required 2) Pick up loose materials and clear hazards 3) Use mechanical means when feasible and two or more people when moving heavy or awkward loads. Specifically, when rolling up or down ramps. 4) 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 buggies before use, ensuring welds are intact and casters are functioning properly. 2) Never overload carts or buggies. 3) Strap bulky items to carts before moving. 4) Inspect move path for holes, depressions, leading edges, or slopes. Plan your 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. 9) Always maintain control of cart or buggy while in motion. Anticipate personnel or objects obstructing the move path.



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		10) In the event of losing control of a cart or buggy, let it go and get away to avoid injury. Shout a warning if possible.
Stocking and organizing of materials to be used.	Poor stocking or organization can cause strains, sprains, cuts, struck-by, or caught between hazards.	1) Material stocking should be done by the vendor. Only move materials to minimize handling and increase the speed of production. The general rule is to touch the material as little as possible.
		2) Secure and protect materials from the weather; wind, rain, etc., and segregate finish material to avoid damage.
		3) Use clear and constant communication with your partner when handling materials.
		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.
		5) Never overload storage areas, or stack items so high that they may tip over.
		6) Plan to keep materials on rolling carts when feasible. Keep everything mobile.
		7) When feasible, drywall should be stacked on A-frames rather than flat on the floor to avoid strains and sprains.

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