



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 20
Job/Task Title: Motor Vehicle Operation		
Safe Job Procedure:		Revised 11/2024
This JHA is for the safe operation of company vehicles. Special emphasis is placed on performing a pre-trip inspection and driving defensively.		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
Review JHA's: #20 Motor Vehicles, #21 Warehouse Deliveries #35 Material Handling		
Step #1 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 during operation.	1) A weekly pre-trip inspection will be performed by the warehouse. Any vehicle failing the weekly check must be taken out of service until the problem has been corrected. Any issues must be communicated to the warehouse foreman.
		2) Driver must possess a valid driver's license and have authorization to drive a company vehicle.
		3) Review where the destination is, and what route is going to be taken.
		4) Driver and passengers must be wearing seatbelts while vehicle is being driven.
		5) Obey all speed limits and regulatory laws while driving.
		6) Use of any electronics is prohibited while operating company vehicles.
		7) Parking brake must be engaged if vehicle is being loaded or unloaded.
		8) All vehicles will use one of the following when backing up: A back-up camera, A back-up alarm, double tap horn prior to backing up, or a spotter.
		9) Use 3-points of contact when accessing the back of box truck or flatbed using the attached ladder.
		10) No one is allowed to ride in the bed of any vehicle at any time.



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		11) Secure or cover all loads to prevent movement.
Step #3 Operating a Lift Gate		
Steps to Complete Job	Hazards	Preventive Measures
Using the lift gate to load and unload materials and equipment.	Caught between, runaway loads, trip hazards, fall hazards.	1) Perform a visual inspection prior to use each day checking for loose, missing or worn parts and leaking fluids.
		2) Lift gate operators should not perform any maintenance. Repairs and maintenance should be performed by an authorized service technician.
		3) Never enter the area beneath a raised lift gate.
		4) Ensure proper hand/foot placement. Always be aware of pinch points.

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