



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 26
Job/Task Title: Industrial/ Rough Terrain Forklift		
Safe Job Procedure:		Revised 11/2024
This JHA is for the safe and successful operation of an Industrial or Rough Terrain Forklift. Special emphasis is placed on certified users, equipment inspection, load ratings, weight of loads, and awareness of surroundings.		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
Step #1 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) Plan stocking of materials to minimize handling. (Work Smart)
		2) When needed, get assistance with heavy or awkward loads.
		3) When feasible, position the body in front of work to avoid overreaching or twisting.
		4) When feasible, keep material stocked on rolling carts for mobility.
		5) Verify weights of loads. Verify that storage area and devices being used can withstand the weights being loaded onto them.
		6) Secure loads that could be displaced.
Step #2 Forklift Operation		
Steps to Complete Job	Hazards	Preventive Measures
Lifting and transporting materials around the jobsite or warehouse.	Worker could be exposed to possible collision, tip-over, pinch point, caught between, struck-by, and electrocution hazards.	1) To operate a forklift, you must be current on certification. (within 3 years)
		2) Daily inspection checklist to be filled out before operation and kept with the lift.
		3) No riders.
		4) Operator must always wear a seatbelt.
		5) Operator's compartment to be kept clean and clear of debris and tools.
		6) A spotter is required for congested areas and when operator's field of vision is impaired, or during any awkward or heavy lifts.
		7) Operator and spotter must agree on signals before work begins.
		8) Spotter must wear type 11 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.
		9) Operator is to confirm load is always stable and secure.
		10) Never walk or stand under suspended loads.



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		<p>11) No personnel are permitted between forklift and immovable object.</p> <p>12) Parking brake must be engaged before leaving the lift unattended.</p> <p>13) Forks are to be lowered and tilted down when unattended to minimize any trip hazard.</p> <p>14) Loads are to be carried as low as feasible.</p> <p>15) Internal combustion forklifts are to be used only in well-ventilated areas.</p> <p>16) When operating a rough terrain forklift, outriggers 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 toward the ground.</p> <p>18) If an operator is observed using equipment in an unsafe manner, they must be re-trained.</p>
Performing basic maintenance.	Worker could be exposed to cuts, scrapes, burns, caught between, struck-by, and hazardous, or flammable chemicals.	<p>1) Anytime basic maintenance is performed, the key must be removed, parking brake must be engaged, 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 are allowed.</p> <p>4) Forklifts must have a fully charged fire extinguisher on board, and the fire extinguisher must have a current annual inspection.</p>

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