



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 21
Job/Task Title: Warehouse Deliveries		
Safe Job Procedure:		Revised 11/2024
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, keeping body parts out of pinch point areas, and avoiding crush hazards.		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
Review JHA's: #20 Motor Vehicles, #26 Industrial – Rough Terrain Forklift, #35 Material Handling		
Step #1 MIMO (Move-in/ Move-out)		
Steps to Complete Job	Hazards	Preventive Measures
Loading trucks.	Worker can be exposed to strains, sprains, pinch points, caught between, struck-by hazards, runaway loads, and falls.	1) Plan your move path and clear all obstructions.
		2) Use proper hand and foot placement to avoid pinch points or caught between hazards.
		3) Only workers that are current (within 3 years) on forklift certification can operate the lift.
		4) 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.
		5) Workers must be trained, by the warehouse foreman, in the use of the lift gate to operate.
		6) All items must be secured in the truck to avoid shifting of the load when transporting.
		8) Use mechanical means to move material 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.
		Unloading Trucks.
2) Before running the lift-gate loaded, run it empty through its full range to verify that all features are working properly.		
3) Secure top-heavy loads with strapping to prevent the item from tipping or rolling. Lock wheels or use wheel chocks while unloading.		

		4) Own your area and keep by-standers at a safe distance.
		5) Never use the lift-gate for any purpose other than to lift or lower cargo from the truck.
		6) When loading/unloading on the jobsite, use cones around the lift gate to caution others and control the area. All trucks should be equipped with cones.

[Click Here to Sign](#)