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|  | Your company nameWorkplace Safety AssessmentJob Hazard Analysis (JHA)  | Your logo here |
| Document Control #: | Stone-JHA-002 | Revision Date: | mm/dd/yyyy |
| Document Title: | Job Hazard Analysis (JHA) | Issue #: | 1.0 |
| Department: | Warehousing | Frequency: | Annually |
| Personal Protective Equipment Required: | Safety Harness, Safety glasses, gloves, safety vest | Completed by: | Name of Company Representative Here |
| Operating an Order/Stock Picker |
| Task Description | Hazard | Control |
| Conduct pre-trip inspection. Conduct thorough examination of all fall protection equipment | Falls. Hydraulic issues in lowering or raising | * Travel at cautious and safe speeds throughout the facility, sounding horn at each and every intersection. Pay careful and special attention while approaching intersections and pedestrian walkways. Always secure fall protection.
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| Parking lift truck  | Injury to pedestrians | * Lower to ground for exiting. Controls must be in neutral, power off, and key turned off as well. One is considered away from lift truck if the truck is out of view or more than 25 feet away from lift. Never park lift truck on an incline. If lift truck is parked on an incline then the wheels must be chocked. Always follow the three-foot rule
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| Charging Batteries | Contact with battery acid, or fire, explosions, dropping batteries, and burns from acid or electric shock | * Only park in approved area. Wear battery PPE (face-shield and acid resistant gloves) when unplugging from lift to charger and from charger to lift. After charging make sure charger is turned off before unplugging battery from charger.
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| Driving Lift Truck | Tipping Over, Colliding with other vehicles, hitting pedestrians | * Always keep load 6 to 8 inches from floor while transporting. Always look behind you while you back up. Use horn at each intersection and make eye contact with other drivers and/or pedestrians. Use caution at all times.
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| Pulling product | Strains, sprains, falls | * Get as close to the rack(s) as possible to ensure safety. Always be attached to all fall protection equipment prior to operating lift. Raise yourself to a comfortable height to obtain product. If necessary, lower product to ground to pull stock instead of over reaching. Use proper lifting techniques whenever possible. Place all products, regardless of the amount, onto a pallet. Do not ever place product onto the lift truck floor while driving.
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Rationale or Comment:

* + Always complete a daily pre-use inspection.

End of Document

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