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|  | Your company nameWorkplace Safety AssessmentJob Hazard Analysis (JHA)  | Your logo here |
| Document Control #: | Stone-JHA-001 | Revision Date: | mm/dd/yyyy |
| Document Title: | Job Hazard Analysis (JHA) | Issue #: | 1.0 |
| Department: | Warehousing | Frequency: | Annually |
| Personal Protective Equipment Required: | Seatbelt, Safety glasses, gloves, safety vest  | Completed by: | Company Representative Name Here |
| Operating a Forklift |
| Task Description | Hazard | Control |
| Conduct pre-trip inspection. Adjust fork width, switch extensions, and complete any activities that have your hands near the mast or chain  | Body parts injured in lifting mechanism | * Keep all body parts including hands, and arms out of lift truck uprights and lift mechanisms. Never lean out, or place foot or hands outside the lift truck cage. Have keys outside of ignition while conducting any adjustments to vehicle involving hands near or on the mast or chains
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| Parking lift truck  | Injury to pedestrians | * Lower forks to floor when exiting lift truck. Use 3 points contact when dismounting lift truck. Controls must be in neutral, power off, (key turned off) and brakes set. 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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| Replacing propane tanks | Fire, burns, lifting injuries, face or hand burns | * Always shut off propane before replacing tank. Replace tanks close to - but not at - storage area. Use proper lifting techniques whenever removing, carrying, or replacing propane tanks. Be sure to confirm rubber O ring is in place before connecting new tank. Listen and feel for any leaks. Wear proper PPE whenever replacing propane tanks. This includes rubber gloves, safety glasses and face shield.
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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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Rationale or Comment:

* + Always complete a daily pre-trip inspection.

End of Document

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