Job hazard analysis (JHA): Forklift operation

Task: Forklift operation	**Site or job:**
Crew:	**Date:**
Supervisor:	

No.	Job step	Hazard	Controls (most effective first)
1	Inspect the truck before use	Truck with a defect goes into service	**Administrative control:** Examine the truck before it is placed in service, and do not use it if the exam shows a condition that hurts safety. (29 CFR 1910.178(q)(7)) **Administrative control:** Take any truck that needs repair, is defective or is unsafe out of service until it is fixed. (29 CFR 1910.178(p)(1)) **Administrative control:** Check horn, brakes, steering, forks, mast chains, lights and tires, and make sure the nameplate and markings are legible.
2	Inspect the truck before use	Operator not trained for this truck	**Administrative control:** Let only operators who have completed the required training and evaluation drive the truck. (29 CFR 1910.178(l)(1)(ii)) **Administrative control:** Give refresher training and evaluation as the standard requires. (29 CFR 1910.178(l)(4)(i))
3	Plan the route and check the load	Unstable or too-heavy load	**Eliminate:** Re-stack or re-wrap a load that is not stable or safely arranged before you lift it. (29 CFR 1910.178(o)(1)) **Administrative control:** Handle only loads within the rated capacity of the truck. (29 CFR 1910.178(o)(2)) **Administrative control:** Use a load backrest extension where needed to keep the load from falling rearward. (29 CFR 1910.178(m)(10))
4	Plan the route and check the load	Low overhead obstacles in the route	**Engineering control:** Make sure there is enough headroom under overhead lights, pipes and sprinkler systems. (29 CFR 1910.178(m)(8)) **Administrative control:** Walk the route first for floor damage, wet spots and blind corners.
5	Pick up the load	Load shifts, tips or the forks pierce a package	**Administrative control:** Adjust long or high loads, including multi-tiered loads, that may affect capacity. Handle off-center loads with caution. (29 CFR 1910.178(o)(3)) **Administrative control:** Never put your arms or legs between the mast uprights or outside the running lines of the truck. (29 CFR 1910.178(m)(4)) **Administrative control:** Tilt back slightly and lift only high enough to clear the floor for travel.

No.	Job step	Hazard	Controls (most effective first)
6	Travel with the load	Collision or tip-over while turning or on a grade	**Engineering control:** Use the overhead guard as protection against falling objects. (29 CFR 1910.178(m)(9)) **Administrative control:** Observe traffic rules and keep a safe distance from the truck ahead. (29 CFR 1910.178(n)(1)) **Administrative control:** Slow down and sound the horn at cross aisles and where vision is blocked. (29 CFR 1910.178(n)(4)) **Administrative control:** Look in the direction of travel, and keep a clear view of the path. (29 CFR 1910.178(n)(6)) **Administrative control:** Go up and down grades slowly, and keep a speed that lets you stop safely. (29 CFR 1910.178(n)(8))
7	Share space with pedestrians	Struck or crushed by a moving truck	**Eliminate:** Separate truck routes and walkways with barriers or painted lanes, where layout allows. **Administrative control:** Do not drive up to anyone standing in front of a bench or other fixed object. (29 CFR 1910.178(m)(1)) **Administrative control:** Do not allow anyone to stand or pass under the elevated part of a truck, loaded or empty. (29 CFR 1910.178(m)(2)) **Administrative control:** Do not allow unauthorized riders on the truck. (29 CFR 1910.178(m)(3))
8	Work at the dock and trailer	Truck or trailer moves, or the truck drives off the dock edge	**Engineering control:** Set brakes and place wheel blocks to prevent movement of trucks and trailers while loading or unloading. (29 CFR 1910.178(m)(7)) **Engineering control:** Secure dockboards or bridgeplates before driving over them, and never exceed their rated capacity. (29 CFR 1910.178(n)(11)) **Administrative control:** Stay a safe distance from the edge of ramps and platforms. (29 CFR 1910.178(m)(6))
9	Park, shut down and report problems	Unattended truck rolls or the forks drop onto a person	**Administrative control:** When leaving the truck unattended, fully lower the forks, neutralize the controls, shut off power and set the brakes. Block the wheels if parked on an incline. (29 CFR 1910.178(m)(5)(i)) **Administrative control:** If the truck is found defective or unsafe during use, take it out of service until it is restored to safe condition, and report the defect. (29 CFR 1910.178(p)(1))

Required PPE

- Hard hat where overhead hazards exist
- High-visibility vest
- Safety shoes
- Seat belt or operator restraint, where fitted
- Hearing protection in loud areas

OSHA sections

29 CFR 1910.178 Powered industrial trucks; 29 CFR 1926.602 Material handling equipment

Reviewed with the crew. Names and signatures

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