



# JOB SAFETY ANALYSIS (JSA)

Date: 9/24/17

JSA #: #6

New

Revised

A Job Safety Analysis (JSA) should be performed for all operations, and especially for those that result in employee injury or have the potential for injury. A JSA can also be used to analyze work practices for effectiveness and to map job safety procedures. A JSA has four basic steps: (1) Select the job to be analyzed; (2) Break the job down into steps; (3) Identify the hazards or potential hazards for each step; and (4) Develop controls or solutions for each of the hazards or potential hazards.

**Company/Organization Name:**  
Great Company, LLC

**Department/Group Name:**  
Roads & Bridges Dept.

**Job/Activity Name:**  
Operating Forklift

**Building/Area Location:**  
Key Bridge Storage Depot

**Analysis Performed By:**  
Roads & Bridges employees and Safety Coord.

**Approved By:**  
Joe Carter, Supervisor

**Special Considerations:**  
DANGER: Forklift tipping danger. Always wear seatbelt, maintain stability triangle and proper center of gravity at all times.

**Required/Recommended PPE:**  
Safety vest, safety-toed boots should be worn at all times. Appropriate gloves should be worn as needed. Hard hat.

**Sequence of Basic Steps:**  
1. Visual inspection of forklift

**Potential Incident/Hazard:**

- Unauthorized use
- Unsafe equipment
- Logbook not completed

**Controls/Safe Job Procedures:**

- Operate by trained and licensed personnel only;
- Operate by people who have been trained on the forklift being used;
- Visually inspect the forklift; check logbook -- if pre-start for day has not been done, do a full pre-start check;
- Take care when operating; always check gauges, and listen for abnormal noises and abnormal operating functions when using the forklift;
- **Take care at all times and think about the task at hand.**

2. Move the forklift to pallets

**Potential Incident/Hazard:**

- Traffic
- People
- Uneven surface
- Hazardous goods/chemicals
- Heat, glare
- Rollovers
- Crushing of people/objects
- Damaged equipment
- Incorrect response to hazardous or emergency situations

**Controls/Safe Job Procedures:**

- Operate cautiously at a safe speed;
- Keep a close watch for people and traffic;
- Alert other workers to keep out of operating area of forklift, and to act as a spotter;
- Observe system of traffic flow;
- Keep hydrated. Minimize time in the heat.
- Comply with all MSDS;
- Normal site PPE, plus additional PPE as required, e.g., dust mask, goggles, etc.;
- Don't overload the machine -- understand the load chart;
- Complete and follow a work plan/take 5/JHA for the job;
- **Take care at all times and think about the task at hand.**

<b>Sequence of Basic Steps, cont:</b> 3. Move to forklift to pallets, cont.	<b>Potential Incident/Hazard, cont.:</b>	<b>Controls/Safe Job Procedures, cont:</b> Whenever driving the forklift, follow manufacturer's and site procedures, including: <ul style="list-style-type: none"> <li>• Make sure the machine is in safe operating condition;</li> <li>• Look out for hazards;</li> <li>• Wear your seatbelt at all times;</li> <li>• Drive slowly;</li> <li>• Keep your load low;</li> <li>• Make sure that forklifts and pedestrians cannot come into contact with each other;</li> <li>• Make sure the load is stable;</li> <li>• Do not lift loads near people, or over the top of people;</li> <li>• Keep a clear line of sight -- you may need to reverse or get a spotter;</li> <li>• Don't turn on inclines -- travel straight up or straight down with the loaded end facing up the incline;</li> <li>• No passengers or riders;</li> <li>• <b>Take care at all times and think about the task at hand.</b></li> </ul>
4. Pick up pallets	<ul style="list-style-type: none"> <li>• Forks not lined up properly</li> <li>• Forks not inserted cleanly</li> <li>• Other people and traffic</li> <li>• Machine overload</li> <li>• Damaged product</li> <li>• Moving loads/liquid loads</li> <li>• Hazardous goods/chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect load/pallet to ensure it is safe;</li> <li>• Comply with all relevant MSDS;</li> <li>• Get forklift square to the pallets -- pivot on the front axle;</li> <li>• Get forks level before inserting into the pallets -- if not 100% sure, then lift the empty forks about 6 feet high so they are in line with your eyesight. You will now be able to get them level. (If unsure, tilt fully forward, then tilt fully back, then tilt so they are level.)</li> <li>• Lift load then tilt back so it is level before reversing out;</li> <li>• Check behind before reversing;</li> <li>• Ensure good vision at all times (all windows clean);</li> <li>• Sound horn 3 times and wait 5 seconds before reversing if vision is restricted, or get a spotter;</li> <li>• Lower load to travel height and tilt back enough to stabilize the load;</li> <li>• Don't overload the machine/undertand the load chart;</li> <li>• Operate carefully and keep load low;</li> <li>• <b>Take care at all times and think about the task at hand.</b></li> </ul>

Sequence of Basic Steps, cont:	Potential Incident/Hazard, cont.:	Controls/Safe Job Procedures, cont:
5. Drive loaded forklift around the yard.	<ul style="list-style-type: none"> <li>• Traffic</li> <li>• People</li> <li>• Uneven surface</li> <li>• Heat</li> <li>• Glare</li> <li>• Rollovers</li> <li>• Crushing of people/objects</li> <li>• Damaged equipment</li> </ul>	<p>As per Step 2, but especially whenever driving the forklift, follow manufacturer's and site procedures, including:</p> <ul style="list-style-type: none"> <li>• Make sure the machine is in safe operating condition;</li> <li>• Look out for hazards;</li> <li>• Wear your seatbelt at all times;</li> <li>• Drive slowly;</li> <li>• Keep your load low;</li> <li>• Make sure that forklifts and pedestrians cannot come into contact with each other;</li> <li>• Make sure the load is stable;</li> <li>• Do not lift loads near people, or over the top of people;</li> <li>• Keep a clear line of sight -- you may need to reverse or get a spotter;</li> <li>• Don't turn on inclines -- travel straight up or straight down with the loaded end facing up the incline;</li> <li>• No passengers or riders;</li> <li>• <b>Take care at all times and think about the task at hand.</b></li> </ul>
6. Unload forklift	<ul style="list-style-type: none"> <li>• Injury to other personnel</li> <li>• Damage to other equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Position the truck at the desired location;</li> <li>• If stacking loads, adjust height of load as appropriate;</li> <li>• Tilt the mast forward to place the forks parallel to the ground;</li> <li>• Once the load is set, slowly back away from the load;</li> <li>• When clear of the load, place the forks at the proper height for traveling;</li> <li>• <b>Take care at all times and think about the task at hand.</b></li> </ul>
7. Drive back to site area to park forklift	<ul style="list-style-type: none"> <li>• People</li> <li>• Traffic</li> <li>• Glare</li> <li>• Uneven road surface</li> <li>• Obstructions</li> </ul>	<ul style="list-style-type: none"> <li>• As per Step 2, plus:</li> <li>• Ensure good vision at all times (all windows clean);</li> <li>• Sound horn 3 times and wait 5 seconds before reversing if vision is restricted;</li> <li>• Keep forks below axle height and slightly tilted back (but clear of operating surface at all times);</li> <li>• Park in a safe place;</li> <li>• Forks flat on the ground;</li> <li>• <b>Take care at all times and think about the task at hand.</b></li> </ul>

<p><b>Sequence of Basic Steps, cont:</b></p> <p>8. Park forklift.</p>	<p><b>Potential Incident/Hazard, cont.:</b></p> <ul style="list-style-type: none"> <li>• Cause an obstruction</li> <li>• Cause a trip hazard</li> <li>• Uneven road surface/forklift may roll away</li> <li>• Possible faults with forklift</li> <li>• Possible gas leak</li> </ul>	<p><b>Controls/Safe Job Procedures, cont:</b></p> <ul style="list-style-type: none"> <li>• Park in a safe place;</li> <li>• Forks/attachment flat on the ground (or as per manufacturer's and site procedures);</li> <li>• Controls in neutral (or as per manufacturer's instructions) and hand brake on;</li> <li>• Conduct post-op check for leaks or damage;</li> <li>• Turn gas off if forklift is to be left unattended;</li> <li>• <i>Take care at all times and think about the task at hand.</i></li> </ul>
<p>9. Are there any specific hazards related to this job, with this forklift, in this environment?</p>	<p style="font-size: 48px; opacity: 0.3; transform: rotate(-15deg);">SAMPLE</p>	
<p><b>Name:</b></p>	<p><b>Signature:</b></p>	<p><b>Date:</b></p>