



Job Safety Analysis


Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

How to properly use Loading Dock Plates
Central Receiving



Title	Work Task	Hazards	Controls
Preplan the work	Gather proper tools- (forklift or hand truck, pallet movers) Gather Proper PPE for the job and inspect it (gloves, shoes). Plan path of travel.	Improper tools Improper PPE inspection/selection	Using improper tools or parts can lead to injury Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE. Know where the supplies are to be stored/or shipped from in the warehouse.
Before the job	Don necessary PPE Make sure loading dock area is keep clean. Make sure loading dock doors and dock plates work properly. Make sure forklifts are working properly and inspected daily.	Improper Donning Tripping/Falls Ergonomic	Ensure all PPE is on correctly and passed inspection Sweep and clean up debris regularly. Tend to any spills immediately. DO NOT attempt to lift heavy items with out assistance or the proper lifting tools. Check dock bumpers regularly to ensure working properly.

<p>Use of the loading dock to receive/send shipments</p>	<p>Make sure the truck has backed up to the loading dock and completely stopped. (wheels chocked)</p> <p>Use the lift ring to raise the dock plate up and walk across the dock plate until it's flat and secured into the truck bed.</p> <p>Begin to load or unload the truck with proper lifting tools.</p>	<p>Tripping/Falling</p> <p>Forklift accidents</p>	<p>Never use manual strength or hands to lift dock plate.</p> <p>DO NOT use a dock where the plate does not extend fully into the truck bed.</p> <p>If the dock plate does not raise and there is a gap between the truck and loading dock. Stop and DO NOT use that dock. Submit a work order to have the plate fixed.</p>  <p>Never step from dock to the truck if there is an opening.</p>
<p>Lower Loading dock and Complete shipments</p>	<p>Use the lift ring again to raise and lower the dock plate. Walk the plate back level with the dock.</p>	<p>Improper Storage of Equipment/PPE</p>	<p>Make sure materials are stored properly.</p> <p>Return forklift/hand truck to designated storage locations.</p>
<p>Training</p>	<p>Employees must have hands on training in the proper use of this piece of equipment.</p> <p>Forklift Training</p> <p>Material Handling and Storage Training</p>	<p>Supervisor is to fill out the UNC-CH 'Supervisor Led Training Form' and turn in to Environment, Health and Safety for documentation of proper training</p>	

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Contact Info	<p>For more information about this JSA and other JSAs, contact: <i>UNC-CH Department of Environment, Health and Safety</i> 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 ☒ http://ehs.unc.edu</p>	