



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC: Energy Services

**CoGeneration Facility-
Operating a Forklift;
Mechanical Maintenance Mitsubishi
(Propane-gas fueled forklift)**



Title	Work Task	Hazards	Controls
	1. Pre-operation Safety Check	1. Untrained operator & faulty component of forklift	1a. Training on forklift design, controls and instrumentation. Including review of the manufacture operating instructions 1b. Training on the forklift stability and the proper way to transport, load, and stack on the forklift. 1c. Perform a pre operational check of all components of the forklift. Apply the required amount of propane gas; (approximately a half turn)
	Work Task	Hazards	Controls
	2. Cranking & Driving	2. (Fall to Bellow (FB)) Rolling the wheels off the edge or ramps and loading docks.	2a. Buckle your seat belt when you're in the truck. 2b. Stay well back from the edge. Never turn around on the slope. 2c. Drive with your load on the uphill side. This means you drive up slopes

			with your load in front and drive down slopes in reverse.
Work Task		Hazards	Controls
	3. Operating the forks	3a. (Struck By Hazard (SB)) Running into obstacles. (SB)	3a. Stay within the vehicle lanes. 3b. Slow down and sound the forklift horn at corners, intersections and places with limited view (including when going out doors and indoors of the plant to alert personnel. 3c. Slow down for turns. 3d. Drive in reverse if your vision is obstructed or backing down a hill. 3e. Make sure that you have enough overhead clearance.

Work Task		Hazards	Controls
	4. Loading	<p>4a. (SB) Load falling off forklift.</p> <p>4b. (Struck Against (SA)) Damage to material by loading improperly.</p> <p>4c.(OverExertion(OE)) Overloadingthe weight restrictions of the fork</p> <p>4d. Pinching hands between the truck and other objects</p>	<p>Spread forks as wide as possible for transporting the load.</p> <p>Tilt the mast slightly forward and align the forks with the base of the load.</p> <p>Proceed slowly and insert the forks into the base of the load. Ensure that at least 2/3rd the length of the fork enter the base of the load.</p> <p>Lift forks approximately 8 inches for the load to clear the floor.</p> <p>Tilt mast back as far as possible in preparation for traveling.</p>
Work Task		Hazards	Controls
	5. Transporting the load	<p>5a. (SA)Running into objects</p> <p>5b. (SB)Collisions with other equipment</p>	<p>Be Alert- Sound the forklift horn when entering and leaving the plant.</p> <p>Keep your arms and hands in the truck. Keep the controls and your hands clean and dry.</p>
Work Task		Hazards	Controls
	6. Unloading	<p>6a. Injury to other personnel</p> <p>6b. Damage to other equipment</p>	<p>Position the truck at the desired location. Set your load at a level surface.</p> <p>If stacking loads, adjust the height of the load as appropriate.</p> <p>Tilt the mast forward to place the forks parallel to the ground.</p> <p>Once the load is set, slowly back away</p>

			from the load. When clear of the load, place the forks at the proper height for traveling.
	Work Task	Hazards	Controls
	7. Parking the Forklift	7a. Running over and crushing the operator. 7b. Tripping Hazard	Never leave the truck until you lower the lifting mechanism (tilt mast forward and let it down to apply pressure to the floor to reduce tripping hazard of forks). Put controls in neutral and set the brakes. If you're 25 feet away or can't see the truck, turn the truck off. Never give rides or let anyone stand on the forks. Always administer the emergency brake.
Training	EHS Powered Industrial Truck (i.e. Forklift) Safety Online Safety Training & Post-Test (Classroom Training Portion); Employee must also complete a "hands- on" Practical; Evaluation by Supervisor and Competent Operator Retrain employee: <ol style="list-style-type: none"> 1) When observed operating unsafely 2) If an accident or near-miss occurs 3) When changes in trucks or workplace 4) Evaluate every 3 years 	Forklift Training Records must be forwarded to the Environment, Health, and Safety Department.	

Created	Daniel R. Gilleski September 19, 2008
Referenced Material	29 CFR 1910.178 (Powered Industrial Trucks)
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