



**UNC**  
ENVIRONMENT,  
HEALTH & SAFETY

# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

## JOB SAFETY ANALYSIS TOPIC:

### Chair Carrying Hand Trucks



Title	Work Task	Hazards	Controls
Preplan the work	Gather Proper PPE for the job and inspect it (Gloves, Safety Toe Shoes)  Inspect hand truck and ratchet straps  Inspect load to determine what can be moved safely per trip	Improper Hand Truck Inspection  Improper PPE inspection/selection	Using improper tools or parts can lead to ergonomic issues that can lead to injury  Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE
Before the job	Don necessary PPE	Improper Donning	Improperly donning or not donning PPE can lead to an unnecessary exposure. Ensure all PPE is on correctly and passed inspection

Title	Work Task	Hazards	Controls
Task Title	<p>Place the ratchet strap under the plastic tray to prepare for the load</p> <p>Load the hand truck with desired materials (chairs) in a safe manner</p> <p>Once loaded, tighten down the ratchet straps, tilt the hand truck back, and move the load to the desired location</p> <p>Unload the hand truck in a safe manner</p>	<p>Improper lifting/loading technique</p> <p>Pedestrian Hazards</p> <p>Crushing Hazards</p>	<p>Use proper ergonomic lifting techniques to load and unload the hand truck</p> <p>Keep hands and feet away from the load, if load begins to fall do not try to catch the material</p> <p>Watch for other people while moving the load to avoid injury to them or oneself</p>
Clean Up	<p>Clean the site to ensure area stays clean (bring out PPE and tools)</p> <p>Clean and store PPE properly</p>	Improper PPE storage	Have a cool dry place to store PPE so it can found quickly and kept clean/safe
Training	Employees must have hands on training in the proper use of this piece of equipment.	Supervisor is to fill out the turn in the form to UNC-CH 'Supervisor Led Training Form' and Environment, Health and Safety for documentation of proper training	
Created By	<p>Cory Kirkland, Facilities Safety Officer</p> <p>Darrell Kidd, EXSS Utility Crew Supervisor</p>		
Referenced Material	Manufacturers manuals, JSAs from California State University Chino		

<b>Contact Info</b>	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 ☒ <a href="https://ehs.unc.edu/">https://ehs.unc.edu/</a>		