



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

JOB HAZARD ANALYSIS – FORKLIFT: MOVE PALLETS / LOADS AROUND YARD *Note: This is just a guideline. A Risk Assessment must be designed for each specific forklift and each specific work area and task. (e.g. Step 7 of this JHA). A JHA is a never ending document. There will always be a better way to get the job done.*

CONSEQUENCE				
LIKELIHOOD	MULTIPLE FATALITIES	SINGLE FATALITY	LOST TIME INJURY	INSIGNIFICANT / FIRST AID INJURY
DAILY / WEEKLY	20	18	13	6
MONTHLY	19	16	11	5
YEARLY	17	15	9	4
10 YEARLY	14	12	7	2
100 YEARLY	10	8	3	1
Low 1 to 5		Medium 6 to 12		High 13 to 20

RISK RATING		ACTION REQUIRED FOR RESIDUAL RISK
1 – 5	LOW	Manage by routine procedures
6 – 10	MEDIUM	Responsibilities to be specified
11 – 20	HIGH	Detailed management at senior levels



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SPECIFIC SITE RULES AND PROCEDURES / PPE REQUIRED FOR THIS TASK

Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
1.	Visual inspection of forklift	<ul style="list-style-type: none"> • Unauthorised use • Unsafe equipment • Log book not completed 	<p>20 (HIGH)</p>	<ul style="list-style-type: none"> • Operate by trained and licenced personnel only • Operate by people who have been inducted on the forklift that is being used • Visually inspect the forklift • Check log book. 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 	<p>3 (LOW)</p>
2.	Move the forklift to pallets	<ul style="list-style-type: none"> • Traffic • People • Uneven surface • Hazardous goods / chemicals • Heat • Glare • Rollovers • Crushing of people / objects • Damaged equipment • Incorrect response to hazardous or emergency situations 	<p>20 (HIGH)</p>	<ul style="list-style-type: none"> • Operate cautiously at a safe speed • Keep a close watch for people and traffic. Other workers to keep out of operating area of forklift, and to act as a spotter. Observe system of traffic flow • Drinking water on hand. Minimise the time in the heat • Comply with all MSDS • Normal site PPE, plus additional PPE as required e.g. dust mask, goggles • 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 	<p>3 (LOW)</p>



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Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
				<ul style="list-style-type: none"> • Whenever driving the forklift, follow manufacturer's and site procedures, including <ol style="list-style-type: none"> 1) Make sure the machine is in safe operating condition 2) Look out for hazards 3) Wear your seatbelt at all times 4) Drive slowly 5) Keep your load low 6) Make sure that forklifts and pedestrians cannot come into contact with each other 7) Make sure the load is stable 8) Do not lift loads near people, or over the top of people 9) Keep a clear line of sight – you may need to reverse or get a spotter 10) Don't turn on inclines – travel straight up or straight down with the loaded end facing up the incline 11) No passengers or riders • Take care at all times and think about the task at hand 	
3.	Pick up pallets	<ul style="list-style-type: none"> • Forks not lined up properly • Don't insert forks cleanly • Other people and traffic • Overload the machine • Damaged product • Moving loads / liquid loads • Hazardous goods / chemicals 	15 (HIGH)	<ul style="list-style-type: none"> • Inspect load / pallet to ensure it is safe • Comply with all relevant MSDS's • Get forklift square to the pallets – pivot on the front axle • Get forks level before inserting into the pallets – if not 100% sure, then lift the empty forks about 1.8 metres 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) • Lift load then tilt back so it is level before reversing out • Check behind before reversing . Ensure good vision at all times (all windows clean) • Sound horn 3 times and wait 5 seconds before reversing if vision is restricted, or get a spotter • Lower load to travel height and tilt back enough to stabilise the load • Don't overload the machine / understand the load chart • Operate carefully and keep load low • Take care at all times and think about the task at hand 	2 (LOW)



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4.	Drive loaded forklift around the yard	<ul style="list-style-type: none"> • Traffic • People • Uneven surface • Heat • Glare • Rollovers • Crushing of people / objects • Damaged equipment 	15 (HIGH)	<ul style="list-style-type: none"> • As per Step 2, but especially: • Whenever driving the forklift, follow manufacturer's and site procedures, including <ol style="list-style-type: none"> 1) Make sure the machine is in safe operating condition 2) Look out for hazards 3) Wear your seatbelt at all times 4) Drive slowly 5) Keep your load low 6) Make sure that forklifts and pedestrians cannot come into contact with each other 7) Make sure the load is stable 8) Do not lift loads near people, or over the top of people 9) Keep a clear line of sight – you may need to reverse or get a spotter 10) Don't turn on inclines – travel straight up or straight down with the loaded end facing up the incline 11) No passengers or riders • Take care at all times and think about the task at hand 	2 (LOW)
5.	Drive back to site area to park forklift	<ul style="list-style-type: none"> • People • Traffic • Glare • Uneven road surface • Obstructions 	15 (HIGH)	<ul style="list-style-type: none"> • As per Step 2, plus • Ensure good vision at all times (all windows clean) • Sound horn 3 times and wait 5 seconds before reversing if vision is restricted • Keep forks below axle height and slightly tilted back (but clear of operating surface at all times) • Park in a safe place • Forks flat on the ground • Take care at all times and think about the task at hand 	2 (LOW)
6.	Park forklift	<ul style="list-style-type: none"> • Cause an obstruction • Cause a trip hazard • Uneven road surface / Forklift may roll away • Possible faults with forklift • Possible gas leak 	15 (HIGH)	<ul style="list-style-type: none"> • Park in a safe place • Forks/attachment flat on the ground (or as per manufacturer's and site procedures) • Controls in neutral (or as per manufacturer's instructions) and hand brake on • Conduct post op check for leaks or damage • Turn gas off if forklift is to be left unattended • Take care at all times and think about the task at hand 	2 (LOW)



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7.	Are there any specific hazards related to this job, with this forklift, in this environment ?	<ul style="list-style-type: none"> • • • 		<ul style="list-style-type: none"> • • • • <i>Take care at all times and think about the task at hand</i> 	

Name	Signature On	Date