



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**JOB HAZARD ANALYSIS – FORKLIFT**

(to be used in conjunction with the JHA for each particular task)

*Note: This is just a guideline. Every JHA and Risk Analysis must be designed for each specific forklift and each specific work area and task. A JHA is a never ending document. There will always be a better way to get the job done.*

LIKELIHOOD	CONSEQUENCE			
	MULTIPLE FATALITIES (20)	SINGLE FATALITY (10)	LOST TIME INJURY (4)	FIRST AID INJURY (1)
DAILY / WEEKLY (15)	300	150	60	15
MONTHLY (8)	160	80	32	8
YEARLY (5)	100	50	20	5
10 YEARLY (2)	40	20	8	2
100 YEARLY (1)	20	10	4	1

**LIKELIHOOD X CONSEQUENCE = RISK SCORE**

DAILY / WEEKLY	The event is expected to occur daily or weekly, in most circumstances
MONTHLY	The event is expected to occur about once a month in most circumstances
YEARLY	The event is likely to occur about once a year
10 YEARLY	The event could possibly happen about once every 10 years
100 YEARLY	The event may only occur in exceptional circumstances, about once in 100 years



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### RESIDUAL RISK SCORE

- 50 and over** = **High Risk:** detailed research, management planning required at senior levels
- 21 – 49** = **Moderate High:** management approval needed
- 6 – 20** = **Moderate Low:** responsibility must be specified
- 1 – 5** = **Low:** manage by routine procedures

Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
1.	Clarify work conditions, nature of task, and hazards	<ul style="list-style-type: none"> <li>• May not do job properly</li> <li>• May fail to identify hazards including ground conditions</li> </ul>	<b>300 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Check job requirements with supervisor</li> <li>• Do a JHA for each task</li> <li>• <i>Take care and think about the task at hand</i></li> </ul>	<b>5 (LOW)</b>
2.	Get a copy of any OHS policies and requirements, as well as manufacturer's instructions / operator's manual, or instructions developed by a competent person	<ul style="list-style-type: none"> <li>• May contravene OHS policies and place people or company at risk</li> <li>• May not use equipment correctly</li> </ul>	<b>300 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Check policies with supervisor and obtain a copy if not certain</li> <li>• Get a copy of the operator's manual, or instructions developed by a competent person</li> <li>• <i>Take care and think about the task at hand</i></li> </ul>	<b>5 (LOW)</b>
3.	Co-ordinate activities with others before and during the work activity	<ul style="list-style-type: none"> <li>• Workers not sure of job role</li> <li>• Procedures get missed</li> <li>• Job not done properly</li> <li>• People injured /equipment damaged</li> </ul>	<b>300 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Job roles clearly defined</li> <li>• Check procedures with supervisor</li> <li>• Follow the JHA for the task</li> <li>• <i>Take care at all times and think about the task at hand</i></li> </ul>	<b>5 (LOW)</b>
4.	Complete pre-start and after start checks	<ul style="list-style-type: none"> <li>• Unsafe equipment</li> <li>• Damaged equipment</li> <li>• No records of checks been done</li> </ul>	<b>50 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Complete checklist/logbook when completing the pre-op checks</li> <li>• <i>Take care and think about the task at hand</i></li> </ul>	<b>2 (LOW)</b>
5.	Connect any attachments if needed	<ul style="list-style-type: none"> <li>• Improper attachments</li> <li>• Attachment not fitted correctly or securely</li> </ul>	<b>50 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Follow manufacturer's and site procedures</li> <li>• Test attachment before using</li> <li>• <i>Take care and think about the task at hand</i></li> </ul>	<b>2 (LOW)</b>



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6.	Operate the equipment to do the job	<ul style="list-style-type: none"> <li>• Overload the machine</li> <li>• Rollovers</li> <li>• Crushing of people / objects</li> <li>• Damaged product</li> <li>• Damaged equipment</li> <li>• Incorrect response to hazardous or emergency situations</li> </ul>	<p><b>300 (HIGH)</b></p>	<ul style="list-style-type: none"> <li>• Operate by trained personnel only</li> <li>• Operate cautiously at a safe speed</li> <li>• Don't overload the machine / understand the load chart</li> <li>• Complete and follow the work plan / JHA for the job</li> <li>• Follow manufacturer's and site procedures, including               <ul style="list-style-type: none"> <li>➤ <b>Make sure the machine is in a safe operating condition</b></li> <li>➤ <b>Look out for hazards</b></li> <li>➤ <b>Wear your seatbelt at all times</b></li> <li>➤ <b>Drive slowly</b></li> <li>➤ <b>Keep your load low</b></li> <li>➤ <b>Keep a clear line of sight – you may need to reverse or get a spotter</b></li> <li>➤ <b>Don't turn on inclines</b></li> <li>➤ <b>No passengers or riders</b></li> <li>➤ <b>Make sure your load is stable</b></li> <li>➤ <b>Don't lift forks or loads near people, or over the top of people</b></li> <li>➤ <b>Take care at all times and think about the task at hand</b></li> </ul> </li> </ul> <p><b>( I don't know of one forklift accident where someone has genuinely done these 11 things.)</b></p>	<p><b>8 (MODERATE LOW)</b></p>



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Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
7.	Park and shut down equipment	<ul style="list-style-type: none"> <li>• Unsafe area</li> <li>• Possible damage to equipment</li> <li>• Machine may be dirty</li> <li>• Servicing may be due</li> <li>• Maintenance may be due</li> <li>• No maintenance records</li> </ul>	<b>60 (HIGH)</b>	<ul style="list-style-type: none"> <li>• Park in a safe place</li> <li>• Follow manufacturer's and site procedures</li> <li>• Complete the post-op checks</li> <li>• Complete routine servicing, greasing, etc. if you are authorised to do so</li> <li>• Clean cab, windows, and exterior</li> <li>• Complete minor maintenance if authorised</li> <li>• Assist with other maintenance if authorised</li> <li>• Complete the log book at the end of the day if there are any damage or defects</li> <li>• Enter all other work you do in the log book</li> <li>• <i>Take care at all times and think about the task at hand</i></li> </ul>	<b>5 (LOW)</b>