



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

JOB HAZARD ANALYSIS – FORKLIFT: MOVE PALLETS / LOADS AROUND YARD

(to be used in conjunction with the generic Equipsafe JHA for forklift operation)

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

Equipsafe Doc. Name	Job Hazard Analysis Forklift – Move pallets / loads around yard		
Equipsafe Doc. Number	ESA-00000-A-	Vs 1 180608	Page 1 of 3



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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.	Operate the forklift to move pallets and loads around yard area	<ul style="list-style-type: none"> • Traffic • People • Uneven surface • Hazardous goods / chemicals • Heat • Glare • Overload the machine • Rollovers • Crushing of people / objects • Damaged product • Moving loads / liquid loads • Damaged equipment • Incorrect response to hazardous or emergency situations 	300 (HIGH)	<ul style="list-style-type: none"> • Operate by trained and licenced personnel only • 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 • Don't overload the machine / understand the load chart • Complete and follow a work plan / JHA for the job • <i>Take care and think about the task at hand</i> 	5 (LOW)



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				<ul style="list-style-type: none"> • Follow manufacturer's and site procedures, including <ul style="list-style-type: none"> ➤ Make sure the machine is in a safe operating condition ➤ Look out for hazards ➤ Wear your seatbelt at all times ➤ Drive slowly ➤ Keep your load low ➤ Keep a clear line of sight – you may need to reverse or get a spotter ➤ Don't turn on inclines ➤ No passengers or riders ➤ Make sure your load is stable ➤ Don't lift forks or loads near people, or over the top of people • <i>Take care and think about the task at hand</i> 	
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