



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

SAMPLE JOB HAZARD ANALYSIS – FORKLIFT: UNLOAD PALLETS FROM TRUCK
 (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. 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 – Unload pallets from truck		
Equipsafe Doc. Number	ESA-00000-A-	Vs 1 180608	Page 1 of 4



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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.	Park truck to be unloaded	<ul style="list-style-type: none"> • Pedestrians on either side of truck being hit by forklift or unstable loads • Truck driver being hit forklift or unstable loads • Traffic being hit by forklift or unstable loads • Truck could roll 	300 (HIGH)	<ul style="list-style-type: none"> • Park truck in designated area, or a safe area to be unloaded on firm, flat, level ground. • Create exclusion zone around truck to be unloaded. Nobody allowed in exclusion zone except forklift operator. • Do not approach forklift operator unless eye contact has been made, the operator has stopped the forklift with the wheels straight, lowered the load, and applied the park brake. • All personell to be aware of exclusion zones through induction, training, signage, or barriers, or a combination of these. • Ensure park brake on truck is effective and has been applied. Chock wheels of truck if deemed necessary, or if it is a free-standing trailer not attached to a truck. • <i>Take care and think about the task at hand</i> 	5 (LOW)
2.	Approach truck and lift forks	<ul style="list-style-type: none"> • Hit truck with forklift 	20 (MOD - LOW)	<ul style="list-style-type: none"> • Approach cautiously and use inching brake when lifting forks. If not very experienced, place controls in neutral and apply the handbrake before lifting • <i>Take care and think about the task at hand</i> 	2 (LOW)



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Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
3.	Move forward to pick up pallet	<ul style="list-style-type: none"> Forks not level Forks not lined up properly with pallet Forklift hits truck All tarp ropes not undone 	20 (MOD - LOW)	<ul style="list-style-type: none"> Make sure forks are level before moving forward. If lifting forks above eye level, make sure you level the forks at eye level. Use front wheels as a pivot point to line forks up with pallet Use 'brake only' if the inching brake is a bit jerky Lower forks, apply hand brake, and switch engine off if you need to get off the forklift to undo ropes, or for any other reason <i>Take care and think about the task at hand</i> 	2 (LOW)
4.	Lift pallet, reverse out, and lower the load	<ul style="list-style-type: none"> Unstable load, load too heavy Hit top of truck with load guard Pallet or load catches on the pallet or load at rear Forklift could roll forward Could hit pedestrians or traffic that have moved into the exclusion zone 	300 (HIGH)	<ul style="list-style-type: none"> Check loads to make sure they are stable and within the capacity of the forklift. Then also do a trial lift to make sure the load is secure and safe on the forklift. If it doesn't feel good, don't do it. Be aware of height of load guard and position of the roof or top of the truck Lift load carefully and make sure it is not 'snagged' on any other pallets or loads Tilt load back far enough to ensure the load is stable Keep left foot on the inching brake. If you are not experienced, place the controls in neutral and the hand brake on Check both mirrors or look over both shoulders before reversing. Sound horn if you are unsure. Reverse out slowly, looking at the load and the truck at all times. Lower load to a safe height before travelling If you must manoeuvre with the load or forks in an elevated position, operate steering and brake controls in a smooth and moderate manner. It is preferred that you do not turn with the forks or the load elevated <i>Take care and think about the task at hand</i> 	5 (LOW)



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Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
5.	Drive away and stack load in required position	<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 • 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 • Take care and think about the task at hand 	5 (LOW)
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