

<b>U.S. Department of Agriculture Natural Resources Conservation Service</b>		<b>1. WORK PROJECT/ACTIVITY Forklift Operation</b>	<b>2. LOCATION Montana NRCS</b>	<b>3. UNIT Snow Survey</b>
<b>JOB HAZARD ANALYSIS (JHA)</b>		<b>4. NAME OF ANALYST H. Scott Oviatt</b>	<b>5. JOB TITLE Data Collection Officer</b>	<b>6. DATE PREPARED 04/07</b>
<b>7. TASKS/PROCEDURES</b>	<b>8. HAZARDS</b>	<b>9. ABATEMENT ACTIONS Engineering Controls * Substitution * Administrative Controls * PPE</b>		
<b>GENERAL OPERATION</b>  <b>All personnel must view/review safety materials annually</b>	<b>Trauma – Projectiles, impact, vibration, burns</b>	<ul style="list-style-type: none"> <li>- Situational awareness, gloves, switch guards.</li> <li>- Where any object handled could possibly cause cuts, punctures, or abrasions to hands, appropriate gloves will be worn.</li> <li>- Use caution when mounting/exiting forklift to avoid falls and actuating controls.</li> <li>- Operate in strict accordance with manufactures recommendations.</li> <li>- Only authorized personnel may operate the equipment.</li> <li>- Keep hands, hair and loose clothing clear of all moving parts.</li> </ul>		
	<b>Foot Injury – Dropped object on foot</b>	<ul style="list-style-type: none"> <li>- Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn.</li> </ul>		
	<b>Noise – Engine, impact</b>	<ul style="list-style-type: none"> <li>- Wear hearing protection</li> </ul>		
	<b>Eye – Fluid splash when servicing</b>	<ul style="list-style-type: none"> <li>- Wear safety goggles</li> </ul>		
	<b>Hitting exterior objects, tipping, or overloading</b>	<ul style="list-style-type: none"> <li>- Use spotters when visibility is restricted.</li> <li>- Always examine the area around the machine, front, back, sides, above and below before operation or movement.</li> <li>- Do not overload rated capacities and operating limits of forklift.</li> <li>- Ensure load is stable and secure prior to lifting/moving.</li> </ul>		
	<b>Operation of Fuel Powered Engines</b>	<ul style="list-style-type: none"> <li>- Always operate in an open well-ventilated area or vent the engine exhaust directly outdoors.</li> <li>- Never fuel the engine while running or in the presence of an open flame (i.e. Arc welders).</li> <li>- Clean up any spilled fuel immediately and wait for fumes to disperse before operating machine (starting engine).</li> <li>- Never remove the radiator pressure cap from liquid cooled engines while they are hot to prevent scalding.</li> <li>- Stop the engine before performing any maintenance or troubleshooting.</li> <li>- The ignition system should be disabled to prevent accidental start of the engine.</li> <li>- Keep all guards and shields in place and secured.</li> </ul>		
	<b>Machinery problems or Defects</b>	<ul style="list-style-type: none"> <li>- Report any observed defect or safety hazard to your supervisor immediately, and do not use the equipment until the problem has been resolved.</li> </ul>		
<b>10. LINE OFFICER SIGNATURE</b>		<b>11. TITLE</b>		<b>12. DATE</b>

(over)

**JHA Instructions**

The JHA shall identify the location of the work project or activity, the name of employee(s) involved in the process, the date(s) of acknowledgment, and the name of the appropriate line officer approving the JHA. The line officer acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.

Blocks 1, 2, 3, 4, 5, and 6: Self-explanatory.

Block 7: Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property or material. Include emergency evacuation procedures (EEP).

Block 8: Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:

- a. Research past accidents/incidents.
- b. Research available Health and Safety Code.
- c. Discuss the work project/activity with participants.
- d. Observe the work project/activity.
- e. A combination of the above.

Block 9: Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:

- a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment, and furniture.
- b. Substitution. For example, switching to high flash point, non-toxic solvents.
- c. Administrative Controls. For example, limiting exposure by reducing the work schedule; establishing appropriate procedures and practices.
- d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, and portable water pumps).
- e. A combination of the above.

Block 10: The JHA must be reviewed and approved by a line officer. Attach a copy of the JHA as justification for purchase orders when procuring PPE.

Blocks 11 and 12: Self-explanatory.

**Emergency Evacuation Instructions**

Work supervisors and crewmembers are responsible for developing and discussing field emergency evacuation procedures (EEP) and alternatives in the event a person(s) becomes seriously ill or injured at the worksite.

Be prepared to provide the following information:

- a. Nature of the accident or injury (avoid using victim's name).
- b. Type of assistance needed, if any (ground, air, or water evacuation).
- c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.
- d. Radio frequencies.
- e. Contact person.
- f. Local hazards to ground vehicles or aviation.
- g. Weather conditions (wind speed & direction, visibility, temperature).
- h. Topography.
- i. Number of individuals to be transported.
- j. Estimated weight of individuals for air/water evacuation.

The items listed above serve only as guidelines for the development of emergency evacuation procedures.

**JHA and Emergency Evacuation Procedures Acknowledgment**

We, the undersigned work leader and crewmembers, acknowledge participation in the development of this JHA (as applicable) and accompanying emergency evacuation procedures. We have thoroughly discussed and understand the provisions of each of these documents:

SIGNATURE      DATE

SIGNATURE      DATE

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