JOB SAFETY ANALYSIS FORM

JOB SAFETY ANALYSIS	Job Title: **Forklift**	JSA Number	DATE:	☐ NEW ☐REVISED Page: of
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY: REVIEWED BY: APPROVED BY:	
	PLANT LOCATION:	DEPARTMENT:		

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
General Use	Trauma from projectiles, impact, vibration and burns	Situational awareness, gloves and switch guards.
	Foot injury from dropped object on foot	Wear steel toed safety boots and shoes
	Eye injury from fluid splash when servicing	Wear safety glasses or safety glasses
	Noise from engine operation and impact	Wear hearing protection

Pre-Start Checklist:

- Perform pre-operational inspection and document inspection.

PPE Required

- Safety glasses with side shields or safety goggles
- Safety shoes/boots
- Hearing protection
- Gloves

Equipment Procedures/Requirements:

- Use spotters when visibility is restricted.
- Use caution when mounting/exiting forklift to avoid falls and actuating controls.
- DO NOT overload rated capacities and operating limits of forklift.
- Ensure load is stable and secure prior to lifting/movement.
- Operate equipment in strict accordance with manufacturer’s instructions.
- Only authorized users can operate equipment.
- Report any observed defect or safety hazard to your supervisor immediately.

- Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn.
- Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional with a written justification).
- Keep hands, hair and loose clothing clear of all moving parts.

Additional Precautions for Fuel Powered Engines:

- Always operate in an open well-ventilated area or vent the engine exhaust directly outdoors.
- Never fuel the engine while running or in the presence of an open flame.
- Wipe up spilled fuel immediately and wait for fumes to disperse before starting the engine.
- Never remove the radiator pressure cap from liquid cooled engines while they are hot to prevent scalding.
- Stop the engine before performing any maintenance or troubleshooting. The ignition system should be disabled to prevent accidental start of the engine.
- Keep all guards and shields in place.
- Keep hands, hair and clothing away from moving parts.