

JOB HAZARD ANALYSIS

Location(s):	Moving Trucks	Analysis By:	Steve Singleton	Date:	
Division:	Facilities/Moving and Storage	Supervisor:	Bill Sanders	Frequency:	One-time
Category:	General			JHA Number:	3
Title of Job:	Moving items on and off of trucks				

REQUIRED PERSONAL PROTECTIVE EQUIPMENT/TRAINING:

Gloves, safety glasses, steel toed footwear

SCOPE DESCRIPTION:

A overview of loading and unloading moving and storage box trucks

Task #	Description	Hazard(s)	Control(s)
1	Prepare for lifting work on and off of moving trucks	Back injury, hand injury, foot injury	Insure that proper PPE is worn prior to moving items on and off of the truck. These shall include steel toe footwear, gloves to prevent hand injury, and the lift gate on the truck functioning properly.
2	Working outside and in the back of the truck on hot/humid days	Heat Stress	Drink plenty of fluids; take breaks when needed, look out for fellow workers, if heat cramps develop realize that this is an indicator of escalating heat stress indicators.
3	Moving bulky and heavy items	Back injuries, trips, and falls	Utilize a coworker to help move heavy and bulky items in and out of the truck. Insure that you have good footing for the duration of travel. If need be sit the object down periodically to gain a better footing or grasp on the object. Utilize dollies to move heavy loads. Use the lift gate on the truck if not working at an off loading point that is the same height. If the load cannot be moved manually then utilize a forklift or other type of mechanical device with a trained driver.
4	Positioning the truck	Backing vehicle accidents, overhead obstructions	Use a spotter to back the truck into areas that are not designated loading docks. The backer can help prevent accidents. Prior to backing or driving into an area the driver and spotter should check for overhead obstruction such as power lines or large tree limbs.

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5	Utilizing the lift gate	Back injury, hand injuries, foot injuries	The lift gate should have maintenance performed on it per manufacturer's recommendations. Insure the lift gate is functioning properly prior to placing a load onto the gate. Caution should be exercised when folding the gate out from the truck. Individuals SHALL NOT ride lift gates when in motion.
6	Lowering the lift gate	Foot injuries, pinch points	Insure that all feet and hands are clear while the lift gate is being operated