

SAMPLE ONLY: JOB SAFETY ANALYSIS FOR FREIGHT HANDLER POSITION

Position: Freight Handler
 Analysis by:
 Date:

NOTE: If you do not have Safe Work Procedures that identify potential hazards, ensure you identify and address all potential hazards and preventive measures. (A list of Sample Safe Work Procedures is available by contacting NSTSA www.nstsa.ca)

Job Task/Steps	Potential Accidents or Hazards	Preventive Measures
Certified Forklift operator obtains a forklift.	Use of damaged equipment; vehicle accidents/injuries	Only competent (trained/certified) persons are to operate the lifts. Complete a pre-operational sheet. Complete proper orientation of the specific unit such as lifting/height/capacity, etc.
Forklift Pre-trip	Operator neglects to perform pre-trip. Use of defective equipment. Injury from defective equipment. Injury while performing pre-trip.	Mandatory pre-trips. Lockout - Tagout policy in effect Provide all necessary PPE such as CSA approved footwear, reflective vest, safety glasses. Provide training on proper/complete pre-trip. See Health, Safety and Security Policy and Procedure Manual.
Entering/Starting the forklift.	Hitting another person; forklift; freight; facility (rolling). Back Strain.	Confirm machine is off, in neutral, and park brake is applied. Ensure forks are lowered to floor. Use all proper PPE. Use 3 points of contact to enter. Wear seatbelt. Look at your surroundings. Sound horn.
Beginning operation/moving the forklift	Not examing surrounding - COMPLACENCY. Not using horn. No traffic patterns. Floor not clean - debris/water/oil etc. Travelling too fast.	Always be aware of everything around you. Look in the direction of travel, sound your horn at all intersections, turns, entries and exits of trailers. Yield to pedestrians. Keep a safe distance. Do not speed (govern forklifts). Wear your seatbelt. Keep workspace/workplace clean and free of debris.
Entering a trailer (Driving)	Trailer rolls away from dock. Exposure to sudden temperature change in a climate controlled trailer.	Make sure wheels are chocked; Make sure air is released (dumped); Ensure if there is a truck pinned he has no intention of pulling out;
Picking up a load (unloading a trailer)	Unstable load (what you are picking up or the freight around it). Obstructed view. Limited space to work. Forks are too long....puncturing other freight. Forks are too short.....freight topples	Examine freight before moving it. Ask for help if necessary. Ask for a spotter. Be conscious of the size of the pallet. If short only enter far enough to pick freight clear of other freight and then move forward so the freight is "cradled". If freight is too long use extension forks. Get help to install if necessary.
Exiting the trailer	Debris on floor of trailer. Freight topples. Freight not secured. Freight topples. Collision when exiting trailer/entering dock. Excessive speed.	Keep trailer floors swept and debris free. If necessary secure a load before unloading it. I.e. Shrink wrap/rope/straps/etc. Use horn when exiting. Always stop before exiting the trailer. Control speed at all times. Look in the direction of travel.

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Loading freight (to dock or other unit).	Improper placement of freight in trailer or warehouse. Forklift still in motion when "dropping" freight. Damage to freight or toppling potentially causing personal injury.	Stack freight properly in trailer or warehouse to ensure safe access and egress. Ensure forklift is stopped before lowering forks. Ensure tilt is forward before backing out. Sound horn, look behind you, look in direction of travel when pulling away from freight.
Parking a forklift - Next task/end of shift. Out of sight of Machine.	Rolls away (no brake); Drives away (left in gear, no brake). Forklift left running; no park brake applied. Forklift rolls away causing personal or property damage. Forklift not parked in Designated area.	Ensure lift is left in neutral, engine turned off and parking brake is engaged. Lower Forks. Shut off Propane. Park in designated area.
Parking forklift - Forks raised	Possible trip hazard	Forks must always be lowered to the ground. When in motion forks should not be more than 2-3 inches from floor.
Fueling the Forklift	Explosion; Burns. Contusions - dropping the tank. Proper lifting when picking up the tank.	Wear PPE (rubber apron/smock; rubberized-insulated gloves; full face visor; CSA approved footwear; high visibility vest.) Training on "Proper Lifting Techniques" available from NSTSA (www.nstsa.ca)
Manual Freight Handling - Pallet Jacks / Hand Cart etc.	Strains, sprains, fractures to various body parts. Slips, trips and falls. Muscle fatigue, crushing injuries. Bags could pop and result in cuts.	Proper training on pallet jacks and other manual lifting devices. Training in "Proper Lifting Techniques" available from NSTSA (www.nstsa.ca) to avoid injury. Wearing proper PPE (CSA approved footwear, gloves, safety glasses, reflective vests and hearing protection when required. Information on general warm up and stretching exercises is provided. Proper body mechanics provided at "Tool Box" meetings. Training in proper loading procedures and given adequate time to maneuver freight and think about method of loading. (Eyes on Task; Mind on Task)
Transportation of Dangerous Goods (TDG)/Workplace Hazardous Material Information System (WHMIS) related functions	Explosion; Burns.....does not understand the danger of handling propane. The danger of other dangerous goods or WHMIS controlled substances.	Proper TDG and WHMIS training and certification necessary. TDG flags are provided for identification of required TDG paperwork. Also ensure training of Material Safety Data Sheets (MSDS) and labels as well as Personal Protective Equipment (PPE)