

AUTHORIZATION & RELEVANCY	ASSURANCE CONSTRUCTION & SERVICES		HAZARD ASSESSMENT & ANALYSIS WORKSHEET		R-15 FORMAL HAA	
	JOB/TASK		FORKLIFT			
	ANALYSIS BY HARLEY WINBORN		SERVICE MANAGER JAIME HEIDE		SAFETY OFFICER JASON DE BOER	
	SIGN DATE	APRIL 19 2016				
	ORIGINAL ASSESSMENT DATE JANUARY 4 2013		REASON FOR THIS REVISION (ANN. REVIEW, CHANGE IN PROCEDURE, CHANGE OR NEW EQUIP., OR INCIDENT) ANNUAL REVIEW			

WHAT YOU NEED	TOOLS/EQUIPMENT USED	MATERIALS REQUIRED	MSDS REQUIRED	PPE REQUIRED
	FORKLIFT	PALLETS, MAN BASKETS	DIESEL, HYDRAULIC FLUID	HI-VIZ VEST, SEAT BELT, SAFETY FOOTWEAR

HAZARDOUS STEPS & TASKS	STEPS /TASKS		POTENTIAL HAZARDS	HEALTH HAZ.	SAFETY HAZ.	PROPERTY /EQUIP. DAMAGE	HAZARD CONTROLS	WHAT PROTECTS YOU	ENG. CONTROL	ADMIN. CONTROL	P.P. EQUIP.				
	A	OPERATING THE FORKLIFT													
		VISUALLY INSPECT THE MACHINE WITH C-1 CHECKLIST													
		ENSURE ALL SAFETY DEVICES ARE OPERATING													
		COMPLETE INSPECTION SHEET. DO NOT USE ANY FORKLIFT WHERE THERE IS AN ODOR OF FUMES OR PROPANE.						TRIP/SLIP, SICKNESS, FIRE OR EXPLOSION	X	X	X	HOUSEKEEP, ILLUMIN, CONSULT FORKLIFT SWP	X	X	
		MOVE FORKLIFT TO LOAD						COLLISION WITH OTHER VEHICLES OR PERSONNEL		X	X	HOUSEKEEP, ILLUMIN, SPACE	X	X	
		INSPECT LOAD SIZE & FORKLIFT CAPACITY. SECURE LOAD						FALL OUT OF THE FORKLIFT		X		ATTENTION TO TASK, AVOID DISTRACTIONS		X	
		INSPECT CONDITION PALLET/CAGE/BIN						FALLING MATERIAL/CAPSIZE		X	X	SOUND HORN, USE SPOTTER	X	X	
		LIFT LOAD						FALLING MATERIAL				AWARENESS OF SURROUNDINGS		X	
		MOVE PALLET/CAGE						PINCHPOINT/ CONTUSION/BRUISE TO NEARBY PERSONNEL		X	X	SEAT BELT			X
	PLACE LOAD	DAMAGE TO MACHINERY OR FACILITIES				TRAIN - FORKLIFT		X							
		PINCHPOINT/ CONTUSION/BRUISE TO NEARBY PERSONNEL		X		AWARENESS OF SURROUNDINGS		X							
		DAMAGE TO MACHINERY OR FACILITIES		X	X	HOUSEKEEP, ILLUMIN, SPACE	X	X							
		RACK FAILURE/ FALLING MATERIAL		X	X	ATTENTION TO TASK		X							
						AWARENESS OF SURROUNDINGS	X	X							
						SOUND HORN		X							
						AWARENESS OF SURROUNDINGS			X						
						PREVIOUS DAMAGE OF ANY KIND REPORTED									
	*NOTE	THE RADIATOR IS HOT BE CAREFULL AROUND IT AND DON'T DO ANY WORK ON IT AS SEVERE BURNS MAY RESULT. TALK TO MAINTENANCE IF NECESSARY.		X		<div style="border: 2px solid red; padding: 5px; text-align: center; color: red;"> ANY DOUBTS ABOUT SAFETY OF WORKERS IN VICINITY OF THIS LIFTING DEVICE DO NOT MOVE OR USE UNTIL DOUBTS REMOVED. (OHS CODE PART 6 SECTION 66) </div>									

RATING SYSTEM	PROBABILITY/RISK RATING WITHOUT CONTROLS OR PROTECTION		SEVERITY/CONSEQUENCE RATING		TOTALS	PRIORITY RATING /20
	1	LOW PROBABILITY (EXTREMELY REMOTE)	1	FIRST AID ONLY/MINOR PROPERTY DAMAGE		
	2	LOW-MEDIUM PROBABILITY (REMOTE)	2	MEDICAL AID/MINOR PROPERTY DAMAGE		
	3	MEDIUM PROBABILITY (MIGHT OCCUR)	3	LOST TIME INJURY/MAJOR PROPERTY DAMAGE		
	4	MEDIUM-HIGH PROBABILITY (LIKELY WILL OCCUR EVENTUALLY)	4	PERMANENT DISABILITY/MAJOR PROPERTY DAMAGE		
	5	HIGH PROBABILITY (WILL OCCUR)	5	FATAL/CATASTROPHIC PROPERTY DAMAGE		
	1	HEALTH	5	HEALTH		
2	SAFETY	5	SAFETY	7		

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