|  |  |  |  |
| --- | --- | --- | --- |
| **JOB SAFETY ANALYSIS** | **Job Task: Operating a two wheeled hand truck** | **Date: May 2012** | **Analysis Performed By:**  (JJC – Fire Chief ) |
| **SEQUENCE OF BASIC JOB STEPS** | **POTENTIAL HAZARDS** | **RECOMMENDED ACTION/PROCEDURE** | |
| 1. Pre-operation safety check | Untrained operator | Training on hand truck design, operations, limitations, and loading | |
| 2. Assemble load | Loads moving | Make sure load is centered  Make chisel of truck is all the way under the load  When traveling up, make sure the truck is ahead pulled behind you  When traveling down, make sure the truck is in front of you  Heavy items on the bottom  Audit center of gravity  Strap items if need be to the cart frame to ensure stability | |
| 3.Pre - Operation | Slip / trip / fall | Inspect travel area prior to movement  Do not turn on sharp grades  Ensure clear pathway of travel | |
| 4.Transport of load | Caught between | Be alert  Wear gloves and appropriate PPE | |
| 5. Storage of two wheeled hand cart | Trip hazard | Store in a safe location clear of walk ways | |
| 6. |  |  | |
| 7. |  |  | |
| 8. |  |  | |
| 9. |  |  | |