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| **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 centeredMake chisel of truck is all the way under the loadWhen traveling up, make sure the truck is ahead pulled behind youWhen traveling down, make sure the truck is in front of you Heavy items on the bottomAudit center of gravityStrap items if need be to the cart frame to ensure stability  |
| 3.Pre - Operation  | Slip / trip / fall  | Inspect travel area prior to movementDo not turn on sharp gradesEnsure clear pathway of travel |
| 4.Transport of load   | Caught between  | Be alertWear gloves and appropriate PPE  |
| 5. Storage of two wheeled hand cart   | Trip hazard  | Store in a safe location clear of walk ways  |
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