Job Hazard Analysis Worksheet			
Job:			
Loading / Unloading Utility Crew Work Truck (crew mov	es chairs, trash cans, office furniture, statues, tables, blea	achers, etc.)	
Analysis by:	Reviewed by:	Approved by:	
Utility Crew			
Date:	Date:	Date:	
10/1/2019			
Sequence of Tasks	Potential Accidents or Hazards	Preventative Measures	
1. Loading the truck	1. Lift gate could malfunction	1. Inspect before use	
2. Open the gates	2. Could hit yourself with gate	2. Wear gloves	
	2. Pinch Points	2. Communicate before operation	
	2. Sharp Edges	2. Paint pinch points red to avoid	
	2. Wind can swing shut causing injury	placing hands there	
	2. Cotter pins - Could cause laceration	2. Possibly use metal rods to hold gates	
	2. Bungies – Could snap if weathered	open rather than bungles	
3. Dropping the lift gate	3. Pinch Points	3. Utilize paint to mark hand placement	
	3. Feet Points (where feet could get crushed)	3. Mark foot placement & communicate	
	3. Strap for folding gate is trip hazard	3. PPE – Steel toe boots	
	3. Possible strain injury when folding	3. Tuck strap under gate	
		3. Have gate half down when unfolding	
		and lift with legs rather than back	
3. Dropping the lift gate	 Feet Points (where feet could get crushed) Strap for folding gate is trip hazard 	 Mark foot placement & communicate PPE - Steel toe boots Tuck strap under gate Have gate half down when unfolding 	

4. Loading objects on the lift gate	4. Typically using dolly or wheel carts – possibility of rolling off the gate	Lock wheels, use spotters, stand clear and communicate
5. Going up and down with lift gate	5. Pinch Points5. Is it a hazard to ride on the gate?	5. Best practice would be to never ride on the gate & make sure all is clear before operation
6. Climbing into / out of the bed of truck	 6. Using gate as a step could cause injury 6. No handle available for climbing – employees grab gate to lift, but gates swing with bungie system 	6. Never use lift gate as a step6. Either use metal bars to hold gates in secure position, or add handle6. Add grip tape or grip paint to avoid slip
7. Folding up lift gate	7. Pinch Points / Strain injury	7. Paint pinch points7. Raise lift gate half way, lift with legs, and fold gate

Sequence of Tasks	Potential Accidents or Hazards	Preventative Measures
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Additional notes:	
 "No riders in reverse" meaning if you are backing up the truck, and have a passenger, they should be behind as a spotter 	
Truck is rated to carry 1 ton in bed	
 Could add hand signals to truck for proper operation 	
Possibility of installing backup camera	
 Possibility of adding sign on back stating "Frequent Stops" 	