

Job Hazard Analysis

JHA Name: Pallet Jack, Manual



Assessment Date: 01-13-14

Revision Date: 05-11-17

Building or Location: Faribault & North Mankato Campuses

Department or Program: Maintenance

Description of Individual Tasks or Assignments:

Transporting, Loading/Unloading Materials

Tools, Equipment, or Machinery Used when Performing Task:

Manual Pallet Jack

Hazard Type(s) Associated with Task or Assignment:			Check for Exposure:	Specific Hazard Exposure:	Check if Exposure Recommends or Requires a Style of PPE?
1	Impact	<u>Example:</u> Person(s) can strike an object, or be struck by a moving or flying/falling object (e.g., fragments, chips, particles, sand, dirt/debris).	X	Pedestrians (in areas occupied by pallet jacks) have potential exposure to be struck by pallet jacks/loads, being caught between pallet jacks/loads and fixed object, and/or being struck by an improperly secured or balanced load falling off a pallet jack	X
2	Penetration or Cut	<u>Example:</u> Person(s) can strike an object, be struck by an object, or fall upon an object or tool that would cut or otherwise break the skin.	X	Same as "Impact Hazard Exposure."	
3	Crush or Pinch	<u>Example:</u> An object(s) or equipment/machine may crush or pinch a body or body part	X	Same as "Impact Hazard Exposure."	
4	Chemical or Harmful Dust	<u>Example:</u> Exposure to chemicals (i.e., hazardous substances and harmful physical agents), infectious agents from spills, splashing, physical contact, and/or exposure to dusts, vapors, fumes, or gases that could cause illness, irritation, burns, asphyxiation, breathing/vision difficulty, sensitization, infection, or other toxic health effects (i.e., acute or chronic). Note: "May also have or create ignition potential."			
5	Heat	<u>Example:</u> Exposure to radiant heat sources, sparks, and splashes or spills of hot material			
6	Light (optical) Radiation	<u>Example:</u> Exposure to strong light sources, glare, or intense light exposure which is a byproduct or a process. Note: "This category may also include hazards presented from lack of light (e.g., working in dark spaces/areas)."			
7	Electrical Contact	<u>Example:</u> Exposure, contact, or proximity to live or potentially live electrical objects.			
8	Ergonomic/ Human Factors	<u>Example:</u> Working in cramped spaces, repetitive movements, awkward postures, vibration, heavy lifting, etc. Note: "This category may also include unique hazards presented from tasks that require demanding or challenging degrees of mental and/or physical effort to be exerted by an individual. See <u>Physical Effort Definition/Examples</u> category for further explanation of physical effort."	X	Potential exposure to repetitive movements, lifting light to moderately heavy loads, and bending; in addition, to maneuvering heavy loads by hand (e.g., Arm, Shoulder, Back and other Muscular Skeletal Disorders)	
9	Environmental	<u>Example:</u> Exposure to noisy environments, hot or cold work environments, poor weather conditions, working at a height, and any other conditions in the workplace that could cause danger, discomfort, and/or negative health effects.			

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Personal Protective Equipment Requirements:

Eyes & Face:	
Head & Ears:	
Whole Body:	
Feet:	Safety Shoes (Required whenever operating Manual Pallet Jacks)
Hands:	
Respiratory:	
Other:	

Other Control Measures or Requirements (Engineering & Administrative Controls):

#1) Impact Hazards, #2) Penetration or Cut Hazards, & #3) Crush or Pinch: Pallet jack operators are responsible for their pallet jacks, their load, and all personnel working around them. Operators should never operator pallet jacks in areas where pedestrians can be caught between fixed objects and their jack. Operators are responsible for ensuring all loads are appropriately stacked, balanced, and do not exceed the capacity of the pallet jack. **#8) Ergonomic Hazards:** Personnel should receive Ergonomics training (including warning signs and conditions of ergonomic/human factors hazards). Personnel who must lift heavy or awkward items by hand should use proper lifting techniques and contact coworkers of assistance (Team Lifts). Avoid pulling pallet jacks as this activity of pulling instead of pushing is more likely to result in severe strain injuries to the arms, shoulders, and back. To prevent muscle strains, use both hands on pallet jack control handle to raise the jack. To reduce operator fatigue, maintain a neutral position with the control handle when pushing pallet jacks. **Miscellaneous Considerations:** Prior to operating pallet jacks personnel must be trained by an authorized college trainer. Examine all pallets/loads before attempting to transport them. Check load's overall stability and balance. When loading a pallet jack, use both forks and make sure the pallet/load are straight and centered on the jack. When transporting a load: Push pallet jacks, pulling pallet jacks places major strain on the body (e.g., shoulder injuries); start and stop pallet jacks gradually to prevent the load from slipping; operate at slow controllable speeds (manual pallet jacks do not have brakes); and keep the jack control handle in the "neutral" position. A clearance of one inch between the floor and load/pallet is usually sufficient to move the load. Do not turn the handle too fast. This can cause the load to shift. Never make sharp turns on a grade. Watch for clearances on both sides of the aisle. Keep the load uphill when going up or down any incline; if your view is obstructed, ask someone to "spot" for you. Keep all body parts (hands, arms, feet, etc.) out from underneath raised loads. Make sure pallet jack is at a complete stop, and lowered to the floor before releasing the control handle; never leave a pallet jack with its load elevated. Lower loads on pallet jacks before unloading. When not in use, pallet jacks must be stored in areas not exposed to pedestrian traffic with the forks lowered. Horseplay, riding, standing, or transporting persons on pallet jacks is prohibited. Operators of tools, equipment, and machinery should read and follow all Manufactures' recommendations/requirements (e.g., inspections, servicing/maintenance, safe usage, etc.). Any tools, equipment, or machinery found damaged, defective, or otherwise unsafe should immediately be removed from service and not used until repaired or replaced. Personnel should always consult their Supervisors on the selection and use of PPE for the tasks being performed.

Physical Effort Definition/Examples

1.) Physical Mobility- Movement from place to place on the job, considering distance and speed **2.) Physical Agility-** ability to maneuver body while in place or in static position **3.) Physical Strength (Light to Moderate)-** Ability to handle routine office materials and tools **4.) Physical Strength (Moderate to Heavy)-** Ability to handle 50lbs+ objects, considering frequency **5.) Dexterity-** skill and ability in using hands, fingers, and feet **6.) Physical Balance-** ability to maintain balance and physical control **7.) Coordination-** harmonious functioning of body parts (e.g., eye/hand, hand/foot, etc.) **8.) Endurance-** ability to sustain a prolonged stressful effort or activity with limited opportunity to rest

Note: "This JHA provides only the minimum PPE/safety requirements necessary to safely complete the task or assignment, and the JHA only covers the hazards or exposures that are most likely to be encountered. Nothing within this JHA bars or restricts personnel from requesting higher degrees of PPE or control to mitigate workplace hazards. In addition, South Central College personnel (e.g., employees and students) are required to complete any applicable safety or on-the-job trainings required prior to performing their positions or participating in their programs of study. Finally, South Central College personnel should consult their supervisors/instructors, the college's written safety programs/policies, and/or the Security & Safety Director whenever they have questions or concerns."

Certification: This document certifies a hazard assessment was conducted meeting the provisions specified under 29 CFR 1910.132 (d) and South Central College's related safety programs and policies.

Name: Mike R. Howe

Date: 01-31-17