|  |  |  |
| --- | --- | --- |
|  | **Job Hazard Analysis (JHA)** | **Safe Job Procedure** |
| **Identified Task:** | **Priority Ranking:****Severity:** 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable**Probability:** A. Probable B. Reasonably Probable C. Remote D. Extremely Remote  | **Severity (S) + Probability (P) = Priority Ranking (PR)**For example,Working at a height of 4 meters without fall protection.S (**1**) +P (**A**) =PR (**1A**) |
| Unloading tools from hot shot truck |
|  |
|  |
|  |
| **Tools/Equipment Required:** | **Material Required:** | Date: January 9th 2015Page:\_\_1\_\_\_ of \_\_\_2\_\_  |
| **Track Hoe, Forks,** | **Hot shot truck, tools or materials to be unloaded or loaded** |
|  |  |
| **Steps** | **Sequence of Steps** | **Potential Incidents or Hazards** | **Priority** | **Controls in Place****Identify Controls or Combination of Controls That Are in Place** | **Instructions:** The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure. |
|  |  |  |  | **Engineer** | **Administration** | **PPE** |  |
| 1 | Take bucket off excavator and put on fork attachment and secure lines to machine  | Pinch pointsOther workers in areaSlips and trips entering and exiting machine | 2c |  | **SWP/SJP** |  | Always wear a traffic vest when working in areas where traffic frequentsUse bar instead of fingers when working in tight spaces. Check all hoses prior to use for wear or leaks |
| 2 | Guide hot shot truck into a position that is right for loading or unloading | Being hit by truckSlips and trips | 2b |  | **SWP** |  | Guide truck to where you want him to park. Never get in a position where you can’t see driver in mirror. Instruct driver to stop if he loses site of you the spotter. |
| 3 | Do a walk around and make sure nothing is in your way before you start to unload truck. | Other workers in areaUneven groundTruck driver could move truck while you are walking around it | 3c |  | **SWP/SJP** |  | Wear proper ppe including a traffic vestTell truck driver what you are doing so he does not move truck.Watch ground and wear proper footwear. |
| 4 | After driver removes straps move the pallets or tools from the truck to a safe level place on the rig mats. | Could hit driver with hoe while he removes strapsHit other workers in area you are unloadingYou could spill over pallets or tools off forks of hoe | 2c |  | **SWP** |  | Get out of hoe and do a walk around to make sure driver is finished with the removal of the straps. Also make sure pallets or tools are not damaged so they don’t break apart while being moved. Clear the work area of all non-essential personnel. Stop work if someone enters the work area. |
| 5 | Reload truck with tools that are going back or unused materials | Hitting driver with hoeHaving pallets or tools fall off forks and break on the ground | 2c |  | **SWP** |  | Make sure to tell driver to stay clear until the loading is done.Inspect all pallets for damage before loading them. Make sure pallets or tools are stable enough to be loaded without falling off the forks. |
| 6 | If anything was spilled during the unloading or loading process put on bucket and scrape it all up and dispose of it properly | Pinch points changing out forks to bucketOther workers in areaTruck driver being hit by hoeDamaging rig mats with bucket | 3c |  | **SWP** |  | Use a pry bar when working in tight areas. Wear a traffic vest when outside of the cab of machine.Make sure truck driver stays on the other side of the truck while you scrape up mess.Use shovel when mess is on the rig mats. Don’t directly scrape the rig mat as you will break off chunks of wood. |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP/SJP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
|  |  |  |  |  | **SWP** |  |  |
| **Developed by: Blake Cowan** | **Reviewed by: Dylan Gardner** |
| **Revised by:**  | **Approved by: Dylan Gardner** |
| **Comments:** |
|  |