



LAUSD-OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

JOB SAFETY ANALYSIS OPERATING A FORKLIFT

General Precautions: Always inspect the equipment against the checklist daily before use. Make sure the work area is demarcated and barricaded. The operations manual must be attached to the equipment at all times.
Do not use less than 10 feet away from electrical power lines.
Only operate a forklift if you are a trained and licensed operator.



Required Personal Protective Equipment (PPE)*

Work boots, safety vest, gloves and hard hat

Required Training

Forklift operations and controls

*Additional training and PPE may be required depending on the scope of the activities to be performed with piece of equipment, including but not limited to eye and hand protection or electrical safety. All construction areas must be demarcated and barricaded.

TASK	HAZARDS	CONTROLS
1. Pre-operation	Unauthorized use Unsafe equipment	Walk around inspection: tires, lights, frame (stress), leaks, and fluid levels. Vehicle startup: check gauges, oil & air pressure, hydraulics, and brakes. Make sure to inspect the equipment against the pre-operational checklist before use.
	Slip, trip & fall climbing into vehicle	Use caution when mounting or exiting the forklift to avoid falls.

	2. Operating forklift	Rolling the wheels off an edge, ramps and loading docks.	<p>Buckle your seat belt when you're in the truck.</p> <p>Do not drive near ledges.</p> <p>Never turn around on the slope.</p> <p>Drive with your load on the uphill side. This means you drive up slopes with your load in front.</p> <p>Do not drive down slopes in reverse.</p> <p>Do not turn on slopes/inclines.</p>
		Running into obstacles	<p>Slow down and sound your horn at corners, intersections and places with limited view, coming in and out of buildings or blind corners.</p> <p>Slow down for turns.</p> <p>Drive in reverse if your vision is obstructed.</p>
		Hitting pedestrians	<p>Make sure that you have enough overhead clearance.</p> <p>Always look in the direction that you are traveling in.</p>
	Load falling off forklift. Damage to material by improper loading Overloading Pinching hands between the truck and other objects.	<p>Spread forks as wide as possible for transporting the load.</p> <p>Tilt the mast slightly forward and align the forks with the base of the load.</p> <p>Do not overload the forklift. Understand the load chart.</p> <p>Do not add additional weight to counter balance the load greater than the rated capacity of the forklift.</p> <p>Proceed slowly and insert the forks into the base of the load.</p> <p>Ensure that at least 2/3rd the length of the fork enter the base of the load.</p> <p>Lift forks approximately 4 inches for the load to clear the floor.</p> <p>Tilt mast back in preparation for traveling.</p>	
3. Transporting the load	<p>Struck against - Running into objects.</p> <p>Struck by - Collisions with other equipment.</p>	<p>BE ALERT</p> <p>Inspect the load/pallet to make sure it's safe.</p> <p>Wear gloves to protect your hands and other regulated PPE.</p> <p>Keep your arms and hands in the truck.</p> <p>Keep the controls and your hands clean and dry.</p> <p>No passengers or riders.</p> <p>Do not disable the safety features such as back up alarms and flashing lights on the forklift.</p>	

4. Unloading	Injury to other personnel Damage to other equipment	Position the truck at the desired location. If stacking loads, adjust the height of the load as appropriate. Tilt the mast forward to place the forks parallel to the ground. Once the load is set, slowly back away from the load. Make sure the forks are not resting on the bottom of the pallet before backing up. When clear of the load, place the forks at the proper height for traveling.
5. Elevating employees	Falls	Employees cannot be lifted on the blades of the forklift or on a pallet. Employees can be lifted on approved platforms having a solid base, toe boards, mid rail, top rail and must be secured to the forklift.
6. Parking the forklift	Running over and crushing the operator. Slip, trip, and fall	Never leave the truck until you lower the lifting mechanism, put controls in neutral and set the brakes. Turn the truck off. Always administer the emergency brake. Leave the truck- Keeping your balance by maintaining a 3 point stance. Be aware of condition of walking surface. Do not leave keys inside the forklift after use. Always make sure the forklift is in neutral.

I have received, read and understood the contents of this JSA and have also acquired the aforementioned required training.

NAME:	
DEPARTMENT:	
JOB TITLE:	
EMPLOYEE ID:	
DATE:	
SIGNATURE:	

For more information about this JSA, contact the *Office of Environment, Health and Safety* at LAUSD, 333 South Beaudry Avenue, 21st Floor, Los Angeles, CA-90017
213-241-3199 • <http://achieve.lausd.net/oehs>

Forklift Pre-use Inspection Checklist			
Operator:		Make & Model:	
Company:		Hour Meter Reading:	
Location:		Date: MM/DD/YYYY	Unit No.:
POWER OFF CHECKS		POWER ON CHECKS	
		Status OK NO N/A	
1) Wheels and Tires		18) Unit starts and runs properly	
2) Lights/Strobes		19) Instruments/Gauges	
3) Mirrors/Visibility aids		20) Warning lights/audible alarms	
4) Engine/Drive motor compartment:		21) Fuel/Charge level	
a) Belts/Hoses		22) Horn/audible warning device(s)	
b) Cables/Wires		23) Function controls:	
c) Debris		a) Mast & carriage – raise/lower/tilt	
5) Battery/Battery compartment:		b) Lifting attachment – proper movement	
a) Cables and connectors in working order		c) Drive – forward/reverse	
b) Clean/Dry/Secure		d) Steer – left/right - All modes	
6) Hydraulics:		e) Frame level controls	
a) Cylinders/Rods		f) Outrigger controls	
b) Hoses/Lines/Fittings		24) Braking:	
7) Fluids:		a) Service/Inching/Park	
a) Engine oil Level Leaks		b) Plugging	
b) Engine coolant Level Leaks		25) Emergency quick disconnect	
c) Hydraulic oil Level Leaks		26) Other:	
d) Fuel/Battery Level Leaks		GENERAL	OK NO N/A
8) Data/Capacity plate		27) Housekeeping	
9) Windows/Glass/Doors		28) Manufacturer's operating manuals	
10) Lifting Attachment(s)		29) Decals/Warnings/Placards	
11) Counterweight/Counterweight bolt(s)		30) Misc. parts – loose/missing/broken	
12) Hood/Covers/Panels		WORKPLACE INSPECTION	OK NO N/A
13) Air filter indicator		31) Drop-offs or holes	
14) Mast/Boom – chains/rollers/wear pads		32) Bumps and floor/ground obstructions	
15) Overhead Guard/Cab		33) Debris	
16) Seatbelt		34) Overhead obstructions	
17) Other:		35) Energized power lines	
		36) Hazardous locations	

		37) Ground surface and support conditions	
		38) Pedestrian/vehicle traffic	
		39) Wind and weather conditions	
		40) Other possible hazards	
Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.			
COMMENTS			
Operator's initials:			
Alternative operator's initials:			