

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: Operating a Two-wheeled hand truck		Log Number:
Employee Name and Job Title:		Analyst and Date:
Division/Bureau/Section: Administrative Services-Safety Office		Approved By and Date: 2006
Personal Protection Recommended or Required: Gloves, Back Support, Steel-toed Safety Boots w/non-slip soles.		
Sequence of Basic Job Steps	Potential Accidents or Hazards*	Recommended Safe Job Procedures
Pre-operation Safety Check	Untrained operator	Training on hand truck design, controls and instrumentation. Training on the hand truck stability and the proper way to transport, load, and stack on the hand truck.
Assembling a load	Rolling the wheels off the edge of ramps and loading docks.	Stay well back from the edge. Never turn around on the slope. When going down a ramp, keep the truck ahead of you. When going up, pull the truck behind you. Make sure the chisel of the truck is all the way under the load.
Operating the Two-wheel Hand truck	Slip/trip/fall	Slow down for turns. Make sure that you have enough overhead clearance.
Transporting the load	Pinching hands between the truck and other objects.	Be Alert Wear gloves to protect your hands. Strap bulky or dangerous cargo to the truck's frame. When moving a stack of objects, put the heavier ones on the bottom.
Storing the hand truck	Trip hazard	Store in a safe out of the way area.

*Codes for Potential Hazards:

Struck By (SB)		Caught On (CO)		Fall To Below (FB)
Struck Against (SA)		Caught In (CI)		Overexertion
Contacted By (CB)		Caught Between (CBT)		Exposure (E)
Contact With (CW)		Fall - Same Level (FS)		