UC SANTA BARBARA Environmental Health & Safety Design, Facilities & Safety Services		Procedure No.: SS-MHA- FRKLFT	
		Authorized/Approved By: John M. Seaman, EHS Industrial Safety Manager	
Title: Shop Equipment Hazard Analysis & Management Form			
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1. Hazard Management Details - General			
Shop/Equipment Item: FORKLIFT	Make/Model No.:		Serial No.:
Department:	Work Location:		
Person(s) Conducting Hazard Analysis: JOHN M. SEAMAN EHS, Industrial Safety Ma	nager	Date Conducted: <i>N</i>	
Equipment Photo:	Description of Use:		Summary of Key Risks: (refer to appropriate subsections)
	A forklift is a type of "powered industrial truck" covered by DOSH standards. Like other powered industrial trucks, its purpose is to move, carry, push, pull, and lift a material load then stack it or place it in a storage rack (tier). Forklifts come in many sizes and capacities. They can be powered by batteries, propane, gasoline, or diesel fuel. Some are designed to be used in a hazardous location or atmosphere where an ordinary forklift might cause a fire or explosion.		 Trauma (Impact & Cutting) Eye Injury Hand/Foot Injury Fire Noise Slips/trips/falls

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2. Documentation:			
Relevant Legislation/Standards	Y / N	Comments:	
a. Is equipment required to be registered?	Y 📉 N		
b. Is a user license/Certification required?	Y 📉 N 🗌	Operators must be recertified every three years	
c. Key Reference Materials Required:	OSHA 29 CFR 1910. 178 Powered Industrial Trucks ANSI 92.2. Vehicle-Mounted Elevating and Rotating Aerial Devices.		
Equipment Documentation	Y / N Comments:		
a. Are operator's manuals accessible?	Y 📉 N		
b. Is this a restricted use item?	Y 📉 N		
c. Does this equipment require safe use document(s)/test?	Y N		

	3. Personal Protective Equipment (PPE) Required (Check the box for required PPE)							
Gloves	Face Masks	Eye Protection	Face Shield	Hearing Protection	Safety Footwear	Protective Clothing	Welding Mask	Hard Hat

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4. Hazard Analysis			
TASK	HAZARD	CAUSE	PREVENTIVE MEASURE
a. Routine Operation	Trauma (Impact & Cutting)	Projectiles, impact, vibration, burns, rotating parts, point of operation, ingoing nip points	Situational awareness, PPE, switch guards
	Eye Injury	Projectiles, dust/particles, pressurized fluids, fluid splash when servicing	Safety glasses w/side shield, goggles, face shield
	Foot Injury	Drop object on foot	Wear safety shoes/boots
	Hand Injury	Point of operation, ingoing nip points, rotating parts, flying chips/sparks	Situational awareness
	Fire	Sparks	Fire extinguisher mounted on vehicle, remove all combustibles and fire hazards from work area
	Noise	Engine noise	Wear proper hearing protection
	Slip/Trip/Fall	Failure to maintain three points-of- contact When mounting/dismounting from lift truck. Trip over lowered forks when parked.	Always maintain three points-of-contact when mounting or dismounting from the lift truck. Situational awareness when forks lowered to ground while parked.
b. Routine Maintenance or Repair	Trauma	Uncontrolled/unexpected start up of machine	Make sure equipment is serviced on a regular basis, tested & tagged. Use appropriate energy isolation procedures prior to beginning maintenance work
c. Shutdown and Isolate Unit	Electrical Shock/Laceration	Failure to follow Lockout/Tagout procedures	Strictly adhere to established Lockout/Tagout protocols

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Equipment Procedures/ Requirements

- **1.** Use spotters when visibility is restricted.
- 2. Use caution when mounting/exiting forklift to avoid falls and actuating controls.
- 3. Do not overload rated capacities and operating limits of forklift.
- 4. Ensure load is stable and secure prior to lifting/movement.
- 5. Operate equipment in strict accordance with Manufacturer's instructions.
- 6. Only authorized users can operate equipment.
- 7. Report any observed defect or safety hazard to your supervisor immediately.
- 8. Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn.
- 9. Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional with a written justification).
- 10. Keep hands, hair and loose clothing clear of all moving parts.

ADDITIONAL PRECAUTIONS FOR FUEL POWERED ENGINES:

- 1. Always operate in an open well-ventilated area or vent the engine exhaust directly outdoors.
- 2. Never fuel the engine while running or in the presence of an open flame.
- **3.** Wipe up spilled fuel immediately and wait for fumes to disperse before starting the engine.
- 4. Never remove the radiator pressure cap from liquid cooled engines while they are hot to prevent scalding.
- 5. Stop the engine before performing any maintenance or troubleshooting. The ignition system should be disabled to prevent accidental start of the engine.
- 6. Keep all guards and shields in place.