

Critical Task Hazard Analysis Worksheet

Critical Task: Forklift Operation

Notes:

- This Task Hazard Analysis (THA) is in response to the Canada Labour Code Part II, the Canada Occupational Health and Safety Regulations Part XIX Hazard Prevention Program, and the DFO Occupational Health and Safety Manual.
- It is to assist personnel in identifying foreseeable hazards when operating a forklift.
- The application of these control measures will assist in preventing occupational accidents.
- This THA is to be reviewed regularly to ensure that all potential hazards have been identified.

| Region: Pacific | | TASK HAZARD ANALYSIS |
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| Branch/Division: Science | | <i>Forklift Operation</i> |
| Last revision: July 16, 2020 | | Developed by: Colin Peters and Richard May |
| Column A - BASIC STEPS | Column B - HAZARDS | Column C – TASK INSTRUCTIONS |
| | CONSIDER: Health and safety, damage to people, property, equipment or program/the 5 categories of hazards; biological, physical, ergonomic, chemical, and psycho-social. | Define how each step is to be performed safely, ensuring all hazards are addressed. |
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| 1. Planning | Physical – slips and trips. | Follow safe work procedures in THA-SWP Science Pacific COVID Vehicles and Small Boats Check environmental conditions Ensure all operators have appropriate certification and experience Ensure appropriate PPE is available Familiarize/orient all operators with the forklift, including the location and operation of all safety equipment Perform pre-trip inspection on equipment (see attached checklist) |
| 2. Fuelling the forklift | Explosions Fire | Turn off all sources of ignition |



Critical Task Hazard Analysis Worksheet

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|-----------------------------|---|---|
| | Spills Exposure to vapours Ergonomics Exposure to skin – eyes Physical – lifting heavy objects | Ventilate as required Ensure appropriate spill kit is present Ensure appropriate PPE is worn Follow safe lifting practices Ensure all containers/caps are secured |
| 3. Operating the forklift | Physical – impact, crush Physical – thermal Physical – noise Physical – exhaust exposure Environmental – weather, flora and fauna – vehicle traffic, pedestrian traffic Fire Ergonomic – vibration Psycho-social – stress Equipment malfunction Education/knowledge (lacking) / experience Slips / falls Property damage | Ensure appropriate PPE is worn Follow manufacturer's safe start up procedure Operators are expected to comply with applicable training Operators are to follow manufacturers recommended operation and shut down procedures Operators shall remain aware of potential hazards and changing environmental conditions during operation Operators shall adjust operations as necessary to ensure that operations remain safe Operators shall maintain safe operating speeds Operators shall sound the horn around corners and in vehicle and pedestrian traffic areas When travelling empty, operators will keep the forks pointing down the grade regardless of direction of travel When travelling loaded, operators will keep the forks pointed up the grade regardless of direction of travel |
| 4. Post operation processes | Equipment damage Property damage COVID-19 transmission | Forklift to be parked in designated area Complete log book The forklift shall be maintained as per the maintenance schedule – semiannual maintenance or every 250 hours Deficiencies in equipment or procedure to be sent to Forklift Custodian See THA-SWP Science Pacific COVID Vehicles and Small Boats for post-use cleaning procedures. |



Safe Work Procedure

Science

Branch

Pacific

Region

Forklift Operation

Subject

I. PURPOSE

The purpose of this safe work procedure is to provide guidance on how to conduct operations of a vertical mast counterbalanced forklift.

The purpose of this procedure is to provide guidance on how to minimize risks to which the staff may be exposed when operating the counterbalanced forklift. This procedure is intended to guide the supervisor's and staff's use of discretion and common sense when making decisions related to operating the counter balanced forklift.

It is the responsibility of all staff to conduct risk assessments on an ongoing basis to prevent injury to themselves, the public, and other employees.

As per Canada Labour Code Part II, 126. (1), employees shall review and comply with these procedures.

II. PROCEDURES

Planning

Check environmental conditions

Ensure all operators have appropriate certification and experience

Ensure appropriate PPE is available

Familiarize/orient all operators with the forklift, including the location and operation of all safety equipment

Follow safe work procedures in **THA-SWP Science Pacific COVID Vehicles and Small Boats**

Fuelling the forklift

Turn off all sources of ignition



Safe Work Procedure

Ventilate as required
Ensure appropriate spill kit is present
Ensure appropriate PPE is worn
Follow safe lifting practices
Ensure all containers/caps are secured

Operating the forklift

Ensure appropriate PPE is worn
Follow manufacturer's safe start up procedure
Operators are expected to comply with applicable training
Operators are to follow manufacturers recommended operation and shut down procedures
Operators shall remain aware of potential hazards and changing environmental conditions during operation
Operators shall adjust operations as necessary to ensure that operations remain safe
Operators shall maintain safe operating speeds
Operators shall sound the horn around corners and in vehicle and pedestrian traffic areas
When travelling empty, operators will keep the forks pointing down the grade regardless of direction of travel.
When travelling loaded, operators will keep the forks pointed up the grade regardless of direction of travel.

Post operation processes

Forklift to be parked in designated area
Complete log book
The forklift shall be maintained as per the maintenance schedule – semiannual maintenance or every 250 hours
Deficiencies in equipment or procedure to be sent to forklift custodian
Refer to **THA-SWP Science Pacific COVID Vehicles and Small Boats** for cleaning procedures post-use

III. TRAINING REQUIREMENTS

Valid motor vehicle driver's license
Counterbalanced forklift operator course (renewable every 3 years)

IV. PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Hearing Protection (CSA Class A)
CSA Z195 approved safety footwear
CSA class G Hardhat when lifting items overhead
Gloves when handling items



V. REFERENCES

COHS Regulations (Section 14)
BC Motor vehicle safety act
DFO Occupational Health and Safety Program
Pacific Region vehicle policy
DFO motor vehicle operations directive
Leavitt vertical mast counter balanced forklift training participant workbook
Site Specific Forklift manufacturers user manual
Site specific forklift operators guidelines

THA-SWP Science Pacific COVID Vehicles and Small Boats

VI. APPROVED BY

Dr. Carmel Lowe, Regional Director, Science Branch

OSH Representative Review by: D.Lynch
Interviews conducted with: R.May, C.Peters and Mike Dempsey (Version 1.0)
Updated on April 6, 2017 by L Oliphant, R May, D Jackson and M Dempsey regarding clarification of direction of forks when travelling. (Version 2.0)
Reviewed by PBS OHS Committee Dec, 2019 (Version 2.1)
Reviewed by PBS OHS Committee July 16, 2020: added COVID-19 information (Version 2.2)

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| Signature | | Date (mm/dd/yyyy) |
| Director: | Dr. Carmel Lowe | |
| Branch: | Science | |



Safe Work Procedure

Region:

Pacific