JOB HAZARD ANALYSIS (JHA / JSA)

Loading and Unloading Trucks

COMPANY	PROJECT / LOCATION	DATE	PREPARED BY

Receive, unload, stage, and load construction materials using a delivery truck, forklift or telehandler, rigging, and straps. Covers separating people from equipment, controlling loads, and securing materials before departure.

Protective equipment

- Hard hat where materials could fall or shift.
- Safety glasses with side shields when handling straps, rigging, and materials.
- Work gloves suited to sharp edges and rough materials.
- Protective-toe work boots for handling heavy materials.
- High-visibility vest when working around moving trucks and equipment.

Before you start

- Confirm each forklift or telehandler operator has completed training and an evaluation in the workplace, and that the employer has certified it.
- Confirm each operator's performance was evaluated within the last three years, and that operators assigned to a different type of truck have had refresher training and evaluation.
- Check the equipment, forks, attachments, rigging, and straps for damage; confirm the equipment can handle the load in the planned configuration.
- Confirm every high-lift forklift the operator rides on has an overhead guard (a roof over the operator's seat).
- Agree with the driver and crew on the loading sequence, travel route, staging area, signals, and who will direct equipment movements.

#	JOB STEP	HAZARDS	CONTROLS
1	**Set up the receiving area and park the delivery truck.**	Moving vehicles can strike workers or pin them against the truck.	- Keep pedestrians out of the loading area with barricades. - Use a designated signaler where the operator cannot see the travel path. - Stop movement if the operator loses sight of the signaler.
		The truck or trailer can move or tip while materials are handled.	- Choose firm, level ground away from unsupported edges. - Set the truck brakes and chock the wheels before loading or unloading. - If a semitrailer is not hooked to a tractor, check whether it needs fixed jacks to hold it up before loading or unloading.

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2	**Inspect the load and release transport straps.**	Shifted materials can fall when straps or side restraints are released.	- Inspect the load from outside its possible fall path before releasing restraints. - Stabilize shifted materials before loosening straps. - Keep everyone clear of the side where materials could fall.
		Tensioned straps can snap back and cut or strike hands and faces.	- Stand out of the strap's recoil path. - Release tension gradually using the strap's release mechanism. - Wear work gloves and safety glasses with side shields.
3	**Engage and lift the materials.**	An unbalanced or excessive load can fall or overturn the forklift or telehandler.	- Split the load if it exceeds the equipment's capacity for the planned lift. - Use forks or an attachment suited to the material and equipment. - Center and fully support the load before lifting it clear. - Use lifting rigging only with an attachment intended for that use.
		Forks, rigging, or shifting materials can crush hands and bodies.	- Keep everyone out from under raised forks and loads. - Stop equipment movement before anyone connects or adjusts rigging. - Keep hands out from between the load, forks, and truck bed.
4	**Move and set materials on the truck or staging area.**	A moving load can block the operator's view and strike nearby workers.	- Keep the travel route clear of people and stored materials. - Carry the load low enough for stable travel while clearing obstacles. - Use the agreed signals when the load blocks the operator's view.
		Weak support or unstable stacking can cause materials or equipment to collapse.	- Place materials on firm support that can carry the load. - Check the truck or trailer floor for breaks and weak spots before driving equipment onto it. - Set loads down securely before releasing rigging or withdrawing forks.
		A worker riding on a forklift or telehandler can fall off or be crushed.	- Do not let anyone ride on the forklift or telehandler unless they are authorized. - Where riding is authorized, provide a safe place to ride.
5	**Secure the load, park the equipment, and clear the area.**	Unsecured materials can shift or fall as the truck leaves.	- Secure materials against movement before the truck departs. - Keep people clear while straps are tensioned. - Confirm everyone and all equipment are clear before releasing the truck.

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Raised forks, rolling equipment, and loose straps can injure workers during cleanup.	- Before walking away from a forklift or telehandler, lower the forks fully, put the controls in neutral, shut off the power, and set the brakes. - Chock the wheels if the equipment is parked on a slope. - Store rigging and straps clear of walking and driving routes.

Stop work and call the supervisor if

- Stop and call the supervisor if a load shifts, leans, or cannot be safely supported.
- Stop and call the supervisor if equipment, rigging, straps, truck flooring, or ground support is damaged or questionable.
- Stop and call the supervisor if people enter the load path or communication with the signaler is lost.
- Stop and call the supervisor if operator training is unconfirmed or the load exceeds the equipment's capacity.

Sources: 29 CFR 1910.178, Powered industrial trucks; 29 CFR 1926.602, Material handling equipment

Drafted with AI for review by a competent person. Clever Rook writes from the official regulation text it cites, but it doesn't know your site. Check it against your conditions and your company's safety program before use. Not legal advice.

SIGN-IN SHEET

Loading and Unloading Trucks

COMPANY	PROJECT	DATE

REVIEWED BY (COMPETENT PERSON)	REVIEW DATE

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