

Job Safety Analysis Form

**Job Description: Loading an empty trailer with pallets of material
(For training purposes-not all inclusive)**

Job Steps	Hazards Present	Safe Job Procedure
1. Ensure that the trailer is correctly spotted.	1. Worker could be caught between the trailer and dock. Worker could fall from the dock.	1a. Stay clear of the doorway while the trailer is being backed onto the dock. 1b. Keep others away from area 1c. Remove awareness chain or bar from the front of the dock door once the trailer is properly spotted.
2. Chock wheels; place jacks under trailer nose.	2. Worker could fall on stairs going to dock well. Worker's head could be struck against trailer. Worker could slip on ice or snow.	2a. If the truck driver has not chocked the wheels, go down tile ramp/stairs to the dock well and chock the wheels. 2 b. Use caution when walking on snow or ice. 3a. Hold onto hand rails. 3b. Use ice melting chemical, if needed. 3e. When placing the chock, avoid bumping head on the underside of the trailer. 3f. Place jacks under the nose of the trailer. 3g. Activate automatic trailer restraint if applicable.

Note *The job safety analysis can, and often does, become a safety checklist!*

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