



JOB SAFETY ANALYSIS

WORK ACTIVITY (Description):			
Backhoe			
Required PPE			
REFLECTIVE VEST	HARD HAT	SAFETY BOOTS	PPE CLOTHING
RECOMMENDED PPE			
<input type="checkbox"/> LIFELINE / HARNESS <input type="checkbox"/> SAFETY GLASSES	<input type="checkbox"/> FACE SHIELD <input type="checkbox"/> HEARING PROTECTION	<input type="checkbox"/> GOGGLES <input type="checkbox"/> MASK / RESPIRATOR	<input type="checkbox"/> GLOVES Cut-resistant <input type="checkbox"/> OTHER
¹JOB STEPS	²POTENTIAL HAZARDS	³CRITICAL ACTIONS TO MITIGATE HAZARDS	
Perform Daily Equipment Inspection Plan the Task Entering Equipment / Startup	Equipment Malfunction, Damage to Equipment, Fluid Leak, Faulty Controls Others working in area, damage to equipment or injury to personnel Slips, Trips, Falls. Pinch points. Failure to fasten seat belt – injury/death	Set brake controls and remove key during inspection and maintenance. Check all fluids, hoses, cylinders, and controls. Walk around equipment and inspect for damage, leaks. Clean windows and mirrors. Communicate with others in the work area. Shut down equipment if unsure of the task or see unanticipated hazard. Make sure steps are clean. Use 3 point contact. Adjust mirrors. Clean windows and mirrors. Adjust seat controls. Fasten seat belt. Release brakes / constraints prior to movement of equipment. After starting, check gauges for warning lights.	
Confirm Locations	To other workers Damage to equipment or injury to personnel, Noise, Inhalation hazards	Communicate locations of Emergency Shut-offs and confirm operation.. Keep windows closed if possible. Properly position dump truck. Signal driver to stop by using horn signal or hand signals. Carefully load truck to safe level to prevent spillage or overweight condition. Keep load level and distributed evenly – do place load to one side of bed. Never swing bucket over cab of truck. Swing from the left side/counterclockwise to prevent blind spot. Use horn signal when truck is loaded. Follow ppe matrix for proper PPE requirements for the work area (respirator when in exclusion zone). Slope or bench deep excavations or trenches. When trenching, keep spoils at least 2 feet away from edge of excavation.	
Loading Trucks Task Completion	Damage to equipment or injury to personnel, Noise, Inhalation hazards Slip/Trip/Fall. Damage to equipment or injury to personnel	Keep windows closed if possible. Properly position dump truck. Signal driver to stop by using horn signal or hand signals. Carefully load truck to safe level to prevent spillage or overweight condition. Keep load level and distributed evenly – do place load to one side of bed. Never swing bucket over cab of truck. Swing from the left side/counterclockwise to prevent blind spot. Use horn signal when truck is loaded. Follow ppe matrix for proper PPE requirements for the work area (respirator when in exclusion zone). Slope or bench deep excavations or trenches. When trenching, keep spoils at least 2 feet away from edge of excavation. Move Backhoe at safe speed to storage area. Park on level ground. Place bucket on ground. Set control brake. Turn off equipment and remove key. Use 3 point contact when exiting equipment. Clean tracks and steps.	

¹ Each Job or Operation consists of a set of steps. Be sure to list all the steps in the sequence that they are performed. Specify the equipment or other details to set the basis for the associated hazards in Column 2

² A hazard is a potential danger. What can go wrong? How can someone get hurt? Consider, but do not limit, the analysis to: **Contact** - victim is struck by or strikes an object; **Caught** - victim is caught on, caught in or caught between objects; **Fall** - victim falls to ground or lower level (includes slips and trips); **Exertion** - excessive strain or stress / ergonomics / lifting techniques; **Exposure** - inhalation/skin hazards. Specify the hazards and do not limit the description to a single word such as "Caught"