**Pre-Job Materials Handling Job Hazard Analysis Checklist**

**The purpose of the pre-job meeting is to identify potential hazards your employees may encounter on the project that could cause sprain, strain, and other overexertion injuries (soft tissue injuries) and the methods (equipment and/or work practices) that will be used to prevent them.** *In addition to reducing the risk for injuries,* *deciding how materials will be delivered, stored, lifted, and moved before work begins can help avoid delays and keep the project on schedule.*

* **Using your project bid/estimate as the starting point, raise the questions in this checklist and record what is decided during pre-job meetings** withmaterial and equipment suppliers, the project owner, general contractor/subcontractor, project superintendent, project manager, and foremen. *When discussing the questions in each section, remember that to reduce the risk of soft tissue injuries it is important to limit the weight of objects handled by workers, limit the frequency objects must be handled, promote good lifting techniques, and provide lifting equipment or help (team-lifts, etc.) when lifting and moving materials.*
* **Share the completed Pre-Job Checklist** (or your company’s form/notes) **with onsite personnel** responsible for completing the [Daily Checklist](https://www.cpwr.com/wp-content/uploads/publications/Daily-Materials-Handling-Checklist-12-17-web-version.pdf) when work is underway ([On-the-Job](https://www.cpwr.com/research/research-to-practice-r2p/r2p-library/other-resources-for-stakeholders/best-built-plans/materials-handling-contractor-planning-tool/on-the-job/)) to ensure that the decisions made to prevent injuries – the equipment/work practice, etc. – are implemented.

Date: \_\_\_/\_\_\_/\_\_\_ Project/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General contractor (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual completing the checklist (note taker):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Material Delivery to Job Site**

1. What types of materials will be used on the project?

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1. Who will deliver the materials to the job site?

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1. When will the materials be delivered?

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1. Where will the materials be delivered (dock, driveway, in the work area, etc.)? Can they be delivered as close as possible to the area where they will be used (lay down/ installation/work area)?

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**Pre-Job Materials Handling Job Hazard Analysis Checklist (continued)**

1. How will the materials be packaged (on pallets, etc.) and unloaded ( lift gate on truck, forklifts, by hand, etc.)? Will any special equipment for oversized materials or equipment be needed?

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1. Are there any special scheduling issues or hazards that may negatively impact the delivery/ unloading of materials (mud, uneven or rocky ground, tight schedule, etc.)? How will these issues and hazards be addressed to prevent injuries?

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1. Who will unload the materials? Will the workers need any special training or knowledge to unload the materials safely (i.e., equipment training, work practice training)?

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1. If materials cannot be delivered to the area where they will be used (laydown/installation/work area), where will they be stored and protected? Can they be stored between waist and shoulder height?

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**Location of materials near work area for Installations**

1. What are the heaviest materials (50lbs.+) to be lifted/moved manually by workers (and their estimated weight)?

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1. What equipment (carts, dollies, hoists, cranes, lifts, etc.) will be available to workers to lift and move heavy loads and where will the equipment be located on the job to ensure easy access when needed?

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1. Will team lifts be used? If yes, when and for what materials?

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1. What steps will be taken to ensure all pathways and work areas where materials will be lifted and moved are clear of water/mud/ice, trash/debris, and other obstacles?

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**Pre-Job Materials Handling Job Hazard Analysis Checklist (continued)**

**Other Overexertion Related Hazards & Prevention**

1. If tasks are performed frequently or for long periods *above a worker’s head,* what work methods will be used to minimize work done above shoulder level (use of aerial lifts or ladders, preassembly at waist-height, preassembly in shop, etc.)?

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1. If tasks are performed frequently or for long periods at/below knee-level, what work methods will be used to minimize this type of work and reduce stress in the back and legs (wear knee pads/seated pads, preassembly at waist-height, preassembly in shop, extended handled tools, etc.)?

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1. Will tools and equipment be used to reduce hand/arm injuries and vibration risks (two-handled tools, lighter weight tools, etc.)?

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1. Will everyone at risk for soft tissue injuries be required to participate in a stretch & flex program in the morning and throughout the day? \_\_\_Yes \_\_\_No

*If yes, will it be led by the general contractor or crew leader at a designated time and location, or will workers be required to do it on their own?*

\_\_\_ General Contractor at designated location and time

\_\_\_ Crew Leader at designated location and time

\_\_\_ Workers on their own