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| JOB/TASK NAME: Moving Large Potted Plants  Job Safety Analysis Form | | | | PAGE 1 OF 1 | | DATE: 11/4/14 | NEW REVISED |
| EMPLOYEE(S)/POSITION(S) PERFORMING THE JOB: Grounds | | | | SUPERVISOR(S): | | ANALYSIS BY: Ross Murdock | |
| PLANT/LOCATION: Campus | | DEPARTMENT(S): Grounds | | SHIFT (if applicable): | | APPROVED BY: Chris Gale | |
| PERSONAL PROTECTIVE EQUIPMENT: Safety Glasses if moving plants with sharp pointed leaves | | | | | | | |
| TRAINING REQUIREMENTS: | | | | | | | |
| JOB STEPS | | | POTENTIAL HAZARDS | | ACTION/PROCEDURE TO CONTROL OR ELIMINATE | | |
| 1 | Loading pots on hand truck | | Pinch or crush fingers and toes | | Use two people  Tip pot back  Insert hand truck lip  Steady while pulling back | | |
| 2 | Lifting pot into truck/cart | | Pinch or crush fingers and toes  Possible back strain | | Use two people  Tip pot to back  Each person puts one hand under front-bottom one hand on back of pot rim  Lift together using knees  Load pot so middle or back of bottom touches bed first  Then remove hands on front so as not to pinch  Slide in | | |
| 3 | Remove pot from truck | | Same as step 2 | | Same procedure as step 2 in reverse  Go straight down with pot (don’t carry)  Use hand cart | | |
| 4 | Loading pots on hand truck | | Same as step 1 | | Same as step 1 | | |

