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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 peopleTip pot backInsert hand truck lipSteady while pulling back |
| 2 | Lifting pot into truck/cart | Pinch or crush fingers and toesPossible back strain | Use two peopleTip pot to backEach person puts one hand under front-bottom one hand on back of pot rimLift together using kneesLoad pot so middle or back of bottom touches bed firstThen remove hands on front so as not to pinchSlide in |
| 3 | Remove pot from truck | Same as step 2 | Same procedure as step 2 in reverseGo straight down with pot (don’t carry) Use hand cart |
| 4 | Loading pots on hand truck | Same as step 1 | Same as step 1 |

