

Forklift Operation JHA — Blank Template

Editable site-planning worksheet | Edition v1.0 | October 6, 2026

Learning and planning resource. Adapt with the people doing the work, verify actual controls and follow required authorization. This document supplies no completed field inspections, signatures or work approval.

1. Describe the actual work

Project / location: _____

Date / revision / prepared by: _____

Work scope and exclusions: _____

Worksite conditions and nearby activities: _____

Crew, responsibilities and required CP/QP designations:

Equipment, instructions and permits/releases: _____

Emergency contact, location, access and arrangements:

Task-specific prompts: The pallet blocks forward visibility. What should be decided? The next load is loose rebar mesh. Can the crew continue?

2. Analyze each step

Describe observable work; explain the harm mechanism; choose specific controls; name who checks them and when. Duplicate this page for additional steps. Do not prefill field-verification results.

Task 1

Task: _____

Hazard and possible harm: _____

Control and responsible person: _____

Verification method, person and timing: _____

Task 2

Task: _____

Hazard and possible harm: _____

Control and responsible person: _____

Verification method, person and timing: _____

Task 3

Task: _____

Hazard and possible harm: _____

Control and responsible person: _____

Verification method, person and timing: _____

3. Review, changes and authorization

Pause / change triggers: _____

Open actions, owner and due date: _____

Field verification results and supporting evidence:

Crew review and required authorization: _____

Revision history / communication / renewed acceptance:

For AHA use, check EM 385-1-1 and contract requirements; a basic worksheet alone is not automatically a complete AHA.

Walkthrough and primary references: <https://www.toddjeromejenkins.com/jha-jsa-examples/forklift-operation-jha>