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| **SAFE OPERATING PROCEDURE**  **PALLET JACK** | |
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| **STAFF ONLY TO OPERATE AND ADJUST THIS EQUIPMENT** | |
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| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | Description: Hand Protection circleWear heavy duty work gloves to absorb vibration. |

### **DO NOT use faulty equipment – report this immediately to the Supervisor**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Visually check the condition of the trolley jack for damage.**
2. **Check that the jack is labelled with a sticker indicating safe working load.**
3. **Familiarise yourself with the safe operation of this pallet jack. i.e. ensure you can safely raise and lower the jack before add any load.**
4. **Ensure the floor surface you are rolling the jack on is hard, level and unobstructed.**
5. **Familiarise yourself with the safe working limit of the trolley jack.**

#### OPERATIONAL SAFETY CHECKS

1. **Ensure raised vehicles are supported with vehicle support stands.**
2. **No person should get bodily under a vehicle supported by a hydraulic trolley jack.**
3. **Read the vehicle manufacturer’s *owner’s manual* before lifting the vehicle.**
4. **The wheels of the vehicle remaining on the ground should be chocked before the lifting operation proceeds.**
5. **No person should be in the vehicle during the lifting process.**
6. **The load should be centrally located on the head cap for the lift process.**
7. **The trolley jack should be used to raise and lower only.**
8. **Ensure that lubrication or other maintenance of the pallet jack is carried out according to the manufacturer’s instructions.**

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| **DO NOT exceed the safe ‘working load’ of the Pallet Jack** |

#### HOUSEKEEPING

1. **Park the pallet jack in a safe flat location away from walkways.**
2. **Ensure the jack is positioned at the lowest level when parked.**

## POTENTIAL HAZARDS

* + **Hydraulic fluid under pressure ◼ Slips, trips and falls**
  + **Manual handling – equipment and materials ◼ Heavy loads**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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