

Pallet Jack

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

<i>Hazards Present:</i>	<i>PPE or Devices Required:</i>	<i>Additional Training Required:</i>
Pinch points	CSA foot wear	
Fingers, toes	Gloves	
Tip over		
Back strain		

Safe Work Procedure:

- 1) Confirm current maintenance of pallet jack
- 2) Check load rating and weight of piece to be lifted
- 3) Place jack under item to be lifted centering both forks
- 4) Lifting and moving items with pallet jack is only permitted with two persons present
- 5) With spotter holding load the operator bumps up the load with two hand on the jack handle
- 6) Spotter guiding and providing pushing assistance the piece can be relocated and placed
- 7) Before lowering the pallet jack make sure there is no objects under the pallet jack or load the item on the pallet jack
- 8) Slowly squeeze the release handle on the pallet jack to lower the pallet jack down
- 9) Pull the pallet jack out from under the load

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By WSH Committee: Date: