

Floor Jack

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

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slip/Trip	Steel toed boots	
Fall Injury	Eye protection	
Airborne Particles	Hand protection	
Vehicle Malfunction		
Eye Injury		

Safe Work Procedure:

- 1) Inspect surrounding work area, clean machine and remove any clutter
- 2) Check jack for visible signs of wear and proper lubrication
- 3) Read vehicle manufacturer’s manual to determine proper jacking points, all jack heads must bear against firm and level surfaces. All jack bases must be supported by firm and level surfaces
- 4) Ensure you are working on an even level surface, chock the wheels of the un-effected axle
- 5) Apply the parking brake in conjunction with chocking the wheels.
- 6) Lever lock on jack should be in the upright position
- 7) Begin jacking the vehicle
- 8) Lower lever lock on floor jack to the lowest position, and lock in place
- 9) Ensure both jack stands are in the correct position
- 10) Slowly lower the vehicle onto the jack stands
- 11) Once the jack stands take up the vehicles weight, stop lowering the jack
- 12) Constantly be aware of surroundings and hazards that may arise.

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

<p>Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations:</p> <p>6 Personal Protective Equipment</p> <p>8 Musculoskeletal Injuries</p> <p>14 Fall Protection</p> <p>16 Machines, Tools and Robots</p> <p>22 Powered Mobile Equipment</p> <p>28.37 Scaffolds and Other Elevated Work Platforms</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p>
	<p>Reviewed By WSH Committee:</p> <p>Date:</p>