



# LOCKSMITHS

## SAFE OPERATING PROCEDURE PALLET JACK

**DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.**

### PERSONAL PROTECTIVE EQUIPMENT

FOOT PROTECTION MUST BE WORN	HAND PROTECTION MUST BE WORN IN THIS AREA	HI VISIBILITY CLOTHING OR VEST MUST BE WORN	AVOID AN ACCIDENT CARRY LOADS WITH A STRAIGHT BACK	AVOID AN ACCIDENT USE MECHANICAL MEANS FOR HEAVY LOADS	CAUTION CRUSHING HAZARD	KEEP CLEAR	NO PASSENGERS TO RIDE ON THIS VEHICLE



### PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Inspect the pallet jack in general to ensure it is in good working condition.
- Familiarise yourself with the controls before using the pallet jack and ensure they are undamaged and responsive
- Observe the wheels to ensure they are not worn out and no cracks are present. This will prevent poor handling and reduces the risk of the load becoming unstable mid journey.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

### OPERATIONAL SAFETY CHECKS

- Ensure the equipment is used in accordance with the manufacturer's instructions to ensure your safety and the safety of the people around you.
- Ensure all other personnel or bystanders are clear of the immediate work area.

- Check the route you are taking is clear and free from hazards and uneven surface before you begin to move your load.
- If you are carrying a large load that obstructs your view, ask a co-worker to guide you.
- Use proper lifting techniques when loading/unloading and operating the pallet jack.
- Keep the load level at all times and as low as possible to traverse ground.
- Make sure the load is evenly distributed.
- Never exceed the advised capacity.
- Move the load slowly to ensure safety in case your surroundings change.
- Utilise two people for heavy loads - one person should push, while the other pulls.
- You should always push the load (never pull the load)
- When going down on an incline go in reverse.
- Make sure the pallet jack is lowered fully before moving the jack out.
- Keep yours and others feet clear when lowering pallet or when reversing the pallet jack.
- Be wary of pinch points to avoid injuries to your hands

### Manual Pallet Jack Operation

- Lower the pallet jack fully, using the release lever located on the handle

Date of last review	Name	Signature



0488 153 102

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- ✓ Roll the pallet jack through the two slots on the front of the back of the pallet. Moderate force will be needed, since the jack has to go over parts of the pallet.
- ✓ Raise the pallet jack by pumping the handle, until the pallet is clear of the floor underneath. The release needs to be off; the lever should stick out horizontal from the handle.
- ✓ Move the pallet to the new location, pull the pallet using the handle of the pallet jack.
- ✓ Lower the pallet jack, using the release lever.
- ✓ Remove the pallet jack from beneath the pallet.
- ✓ Return pallet jack to where it is stored, so others can easily use it when they need it.

### Electric Pallet Jack Operation

- ✓ Input authorisation code to keypad, move the tiller arm down to travel position.
- ✓ Input your travel direction by rotating the selector/speed control, parking brake will automatically release.
- ✓ ALWAYS travel in a rearwards direction, whether loaded or empty.
- ✓ Lower forks and position under load, and lift forks to raise load from ground.
- ✓ Move slowly; travelling at a steady speed to suit load size and other personnel working in your area.
- ✓ Sound the horn when approaching walkways, blind corners and keep an eye out for moving personnel.
- ✓ To brake, lower the tiller to horizontal, releasing the selector/speed control or rotating in the opposite direction of travel.
- ✓ To stop, lower the forks and reverse out slowly from the load.
- ✓ Release the operating arm, lower the forks fully to the floor and turn off. Remember, when you move the tiller in the vertical (or uppermost) position, the parking brake will be automatically activated.
- ✓ Replace jack into storage area.

### ENDING OPERATIONS AND CLEAN UP

- ✓ Ensure pallet jack is in sound mechanical condition and safe to operate.
- ✓ Return pallet jack to where it is stored, so others can easily use it when they need it.

### MAINTENANCE

- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- ✓ This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

### POTENTIAL HAZARDS AND INJURIES

- ⓘ Muscular skeletal injury.
- ⓘ Pinch point injuries.
- ⓘ Crushing.
- ⓘ Cuts / lacerations.
- ⓘ Collisions.

### DON'T

- ✗ DO NOT operate equipment without wearing appropriate PPE.
- ✗ DO NOT use a jerking action to get a loaded pallet moving.
- ✗ NEVER place your feet under a pallet jack.
- ✗ NEVER exceed the pallet jack rated load capacity.
- ✗ NEVER pull a loaded pallet jack, especially
- ✗ DO NOT use the pallet jack to transport person's standing/sitting on the pallet, load or an unloaded pallet jack.
- ✗ DO NOT use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



Date of last review	Name	Signature
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## LOCKSMITHS

I confirm I am competent to operate a PALLET JACK following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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