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| Revision #:Written by: | Date: Month DD, YYYYApproved by: |
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| Related Documents:  | * Part 5 – Handling & Storage of Material of the OHS Health and Safety General Regulations
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| When to use this SWP: | This safe work practice is to be used when working with wooden pallets for the purpose of moving material from one location to another, shipping/receiving, or storing material. |
| Hazards & Risks: | * Foot Injuries
* Fractures
* Crush
* Strains & Sprains - back
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| Personal Protective Equipment: | CSA Approved* Steel toes
* Hard Hat
* Gloves
* High Visibility Clothing
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| Training Requirements: | * Competent to use of pallets as assessed by the farm owner.
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| Communication Process: | Wooden pallets are very useful in material handling because they allow us to stack and move materials safety and quickly. They are used in almost all industrial and warehouse environments.  |
| Equipment & Supplies: | * First Aid Kit
* Fire Extinguisher
* Cell Phone or Two-way radio
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| Pallet Loading1. There are various sizes of pallets and they are made of a variety of materials.
2. Pallet weights vary, do not assume where all pallets look alike, they weigh the same.
3. As the load center of the pallet increases, the lifting capacity of the forklift or pallet jack decreases.

Pallet Inspection1. Before using a pallet, make sure it can be safely stored in a rack or on a surface with a heavy load. It should be constructed of hardwood and be in good condition.
2. Top & Bottom should be in place and should not be cracked or have pieces missing.
3. Stringers should be in good repair. If they are damaged, they should be properly repaired with plugs or mending tape.
4. Check for protruding nails or slivers of wood on the pallet.
5. If the pallet is unsafe, dispose of it.

Disposal of Wooden Pallets1. Break apart wooden slats using a pry bar or hammer wearing the appropriate PPE for the hazard such as steel toes, gloves and safety glasses. Use Hammer and Pry Bar away from the body and face.
2. Cut up large slats using a saw following the safe job procedures for saws and power tools.
3. Place pieces into the designate dumpster or in designate disposal area.

Handling & Using Pallets1. Always wear steel toes, gloves and safety glasses when handling pallets.
2. Use two people to lift pallets on their edge and move it by sliding it on a smooth surface while on the edge.
3. Do not throw pallets.
4. Do not store pallets on edges or ends as they tend to be unstable.
5. While pallets are laying on the ground, walk around them not on them.
6. Do not mix safe and unsafe pallets together. Dispose of unsafe pallets immediately.
7. Do not stack pallets more than 7 or 8 high.
8. Place pallets in a stack square to each other.
9. Use forklift to move pallets or pallet jack where possible.
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| EMERGENCY PROCEDURES: | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk.  |