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| Revision #:Written by: | Date: Month DD, YYYYApproved by: |
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| Related Documents:  | * Pallet Jack Owner’s Manuals
* Part 7 Occupational Health and Safety General Regulations
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| When to use this SWP: | This safe work practice is to be used when operating a manual or hydraulic pallet jack to prevent injuries to the feet and back |
| Hazards & Risks: | * Foot Injuries
* Fractures
* Crush
* Equipment Failure
* Strains & Sprains - back
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| Personal Protective Equipment: | CSA Approved* Steel toes
* Gloves
* High Visibility Clothing
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| Training Requirements: | * Competent to use a pallet jack as assessed by the farm owner.
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| Communication Process: | Pallet Jacks are one of the commonly utilized pieces of equipment in warehousing and storage operations on the farm. Some are motorized but many are manual.  |
| Equipment & Supplies: | * First Aid Kit
* Fire Extinguisher
* Cell Phone or Two-way radio
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| 1. Read owner’s manual before using a pallet jack.
2. Ensure the pallet jack is certified by a reputable service provider once per year.
3. Do not operate Pallet Jack (Manual or Electric) until trained and authorized by your supervisor, manager or farm owner.
4. Always check Pallet Jack (Manual or Electric) to see that it is in good working order before attempting to handle a load.
5. Know pallet jack rated lifting capacity before loading.
6. Notify the farm owner about any faulty equipment immediately.
7. Always examine pallet before attempting to move it. Determine that load is not severely shifted or too tall to go through doorways.
8. When pulling loads always be watchful for any overhead obstructions.
9. Make sure Jack is in pallet straight and in the center of the pallet.
10. Never attempt to lift load with one fork.
11. Use both hands when jacking up a manual Pallet Jack to prevent muscle strain.
12. When pulling Pallet Jack, make sure it is in the neutral position. This will reduce fatigue.
13. When pulling heavy pallets, pulling on wet floor, or on a grade, have someone assist by pushing pallet or holding back on pallet, whichever is needed.
14. Swing wide on corners to avoid hitting doorframes, merchandise, and wing displays.
15. Never turn sharp on a grade and move slowly on grades.
16. Always let Jack down when stocking or anytime the Jack is left unattended.
17. Do not bump or hit walls or counters when parking pallets. This can damage walls, knock counters out of alignment, and damage product with only a slight bump.
18. Make sure Pallet Jack is at a complete stop and in down position before releasing handle.
19. Keep all body parts (hands, arms, feet, etc) from getting underneath a pallet when it is in a raised position.
20. Pallet Jacks are for work only. Horseplay, including riding the jacks, is strictly prohibited.

Procedure:1. Inspection the Pallet Jack before use.
2. Conduct a hazard assessment and control hazards in the work area the pallet jack is begin used.
3. Lower the pallet jack fully, using the release lever located on the handle. If motorized use appropriate controls to raise and lower the jack.
4. Roll the pallet jack through the two slots on the front or of back of the pallet. Moderate force will be needed, since the jack has to go over parts of the pallet.
5. Raise the jack by pumping the handle, until the pallet is clear of the floor. The release needs to be off; the lever should stick out perpendicular from the handle. If motorized use appropriate controls to raise and lower the jack.
6. Move the pallet to the new location. Pull the pallet using the handle of the pallet jack.
7. Lower the pallet jack, using the release lever. If motorized use appropriate controls to raise and lower the jack.
8. Remove the pallet jack from beneath the pallet.
9. Check to ensure piles are stacked or stocked to prevent falling or tipping hazards.
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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.  |