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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
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| Related Documents: | * Owner’s Manual for the jack to be used. * Part 7 of the Occupational Health and Safety General Regulations. | |
| When to use this SWP: | To protect workers when a vehicle, equipment or object needs to be raised in order to perform work. | |
| Hazards & Risks: | * Pinching * Crushing | |
| Personal Protective Equipment: | CSA approved   * Steel Toed Boots, * Safety Glasses * Gloves, * Coveralls | |
| Training Requirements: | * Training by a competent experienced worker | |
| Communication Process: | * Regular inspection schedule to include checklist and certification log. | |
| **Equipment & Supplies:** | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone or two-way radio | |
| **Practice:**   1. Never use a floor jack if there is a noticeable oil leak. 2. Never use if a wheel is missing off jack. 3. Never Jack on a floor panel. 4. Never jack on an uneven surface. 5. Never exceed load rating. 6. Use specified hydraulic oil rating. 7. Inspect the jack before use. 8. Certify jacks annually as Per Part 7 of the OHS General Regulations 9. Do not use jack if there is any physical damage. 10. Keep fingers and objects from between the jack and object to be lifted. 11. Block the area next to jacks to ensure worker is not crushed while working under the object. Blocking must be done under a stable portion of the object which cannot collapse if original jack fails.   Procedure:   1. Conduct Hazard Assessment and control the existing & potential hazards. 2. Read the owner’s manual for the jack before the first operation. 3. Put on the PPE as listed above. 4. Inspect the jack before use. 5. Check the rating to take the weight of the vehicle, equipment or object. 6. If lifting a vehicle, ensure it is in park and the parking brake is on before raising the vehicle 7. Use wheel chocks to prevent vehicle, equipment or object form moving. 8. Place jack on a flat stable surface. 9. Use a pair of jack stands for the lift. 10. Lift the vehicle, equipment or object at their lift points. See owner’s manuals. 11. Test the stability of the vehicle, equipment or object. 12. Block the vehicle, equipment or object to ensure the it can’t fall.  Perform work.Before lowering clear the area of all tools and materials.Lower the vehicle, equipment or object slowly.Remove jacks*.* | | |
| 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. |