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| **TITLE:** Pallet Jack | | |
| **Created Date:**  2018/06/19  **Reviewed Date:** | **Prepared by:**  **Approved by:** | **Review Period:**  Annually |

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| **DESCRIPTION:**  There are two basic types of pallet jacks: Electric Pallet Jacks and Hand Pallet Jacks. This SOP applies to both types of pallet jacks. The content of this SOP is based on the Alberta Occupational Health and Safety Act, Regulation and Code, as well as recognized safe work practices and standards. |

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| **RESPONSIBILITY:**  **A. Supervisor**  The Supervisor is responsible for ensuring personnel under his/her supervision are trained on the safe and proper use of the pallet jack and that correct procedures are followed.  **B. Operators of a pallet jack**   * Operators must receive proper training from their Supervisor on the safe and proper use of a pallet jack prior to use. * Operators must follow correct procedures. * Operators shall report any injuries and incidents to Campus Safety <http://www.uleth.ca/risk-and-safety-services/node/add/cair> and their Supervisor. |

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| **TRAINING REQUIREMENTS:**  All operators must receive training on the use and maintenance of a pallet jack prior to use. Training may be delegated to a qualified individual, but it remains the responsibility of the Supervisor to ensure their personnel are adequately trained. |

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| **FREQUENCY OF TASK PERFORMED:**  • Monthly, or as required. | **SPECIALIZED EQUIPMENT and PPE (if any):**  •CSA/ANSI approved equipment • CSA approved steel-toed footwear • hand protection • high visibility vest |

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| **CRITICAL HAZARDS:**  Muscular skeletal injury, pinch point injuries, crushing, cuts/lacerations, collisions |

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| **APPLICABLE DOCUMENTS / RECORDS:**  • Hazard Assessment  • Maintenance records  • Inspection records  • Manufacturer’s Operating Procedures | **WASTE DISPOSAL:** N/A |

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| **GENERAL SAFETY:**  • Conduct a hazard assessment for the task(s) to be performed.  • Establish the work procedures to be followed and assemble all equipment and materials required to perform the work.  • Ensure the worker has been adequately trained in the hazards and proper methods of the job at hand. |

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| **GENERAL SAFETY continued:**  • Review the procedures to deal with other possible hazards involved with the work at hand. Ensure the task (e.g. drawings, instructions, specifications, etc.) is clearly understood.  • Inspect equipment before use.  • 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.  • Swing wide on corners to avoid striking objects such as: door frames, racking, merchandise or any other type of structure and pedestrians   * • Ensure your path of travel is clear before moving * • NEVER attempt to lift a load with one fork   • DO NOT use the pallet jack to transport person’s standing/sitting on the pallet.  • DO NOT use faulty equipment. Immediately report any suspect equipment to the Supervisor and apply a DO NOT USE tag.  • When pulling loads, watch for overhead obstructions  • Make sure the pallet jack is centered on the pallet  • Use both hands when jacking up a manual pallet jack to prevent muscle strain  • Store pallets in a safe location to avoid causing tripping hazards  •Never place your hands or feet under a pallet jack when in a raised position |

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| **PRE-OPERATIONAL SAFETY CHECKS**  • Read Operators Manual and Risk assessment.  • Inspect the pallet jack in general to ensure it is in good working condition.  • Familiarize 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. |

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| **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.  • 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 |

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| **MANUAL PALLET JACK OPERATIONS**  • Lower the pallet jack fully, using the release lever located on the handle  • 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. |

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| **ELECTRIC PALLET JACK OPERATIONS**  • 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. |

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| **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. |

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| **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 legislation and guidelines. |

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| **REFERENCES:**  Alberta Occupational Health and Safety Act, Regulation and Code, <https://www.alberta.ca/ohs-act-regulation-code.aspx>  University of Nebraska-Lincoln, Safe Operating Procedure, Pallet Jack |