

	Industrial Site Services Co. Ltd	Issue Date: March 2017
	Safe Operating Procedures – Pallet Jack	Authorised By: HSE Manager
Uncontrolled if Printed		

DO NOT use this machine unless you are trained in its safe operation and have been given permission by a supervisor



Safety glasses must be worn at all times



His Vis clothing must be worn



Sturdy footwear must be worn at all times



**NO
PASSENGERS
TO RIDE ON
THIS VEHICLE**

Pre-Operational Safety Checks

1. Read operators manual and risk assessment
2. Inspect pallet jack to ensure it is in good working condition, look for oil leaks
3. Familiarise yourself with the controls
4. Check area where pallet jack is going to be used for obstructions
5. Consider using two persons for larger or heavy loads

Operational Safety Checks

1. Centre the forks evenly under the load
2. Maintain a clearance of approximately 25mm between the floor and pallet
3. Push the pallet jack rather than pull it
4. Avoid inclines but always be uphill of the load
5. Swing wide on corners to avoid striking door frames, racking or other structures

Forbidden

- | | |
|---|--|
| Do not rush the task due to size and weight of items on the pallet being moved | Do not use unless trained |
| Do not use the pallet jack to transport persons | Do not place feet under the pallet jack |
| Do not block exits or emergency equipment | Do not leave pallet jack raised when unattended |
| Do not lift load with only one fork | Do not exceed the rated load capacity |

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Housekeeping

1. Store pallet jack in a dry clean area
- 2.

Potential Hazards

Muscular skeletal injury
Pinch points
Crushing
Cuts/lacerations