

	Industrial Site Services Co. Ltd	Issue Date: 19 June 2018
	Safe Operating Procedures – Toe Jack	Authorised By: Stores
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 in work areas



Long and loose hair must be contained



Safety footwear must be worn at all times in work areas



Close fitting/protective clothing must be worn

Pre-Operational Safety Checks

1. Check that the warning tag is readable.
2. Check that the lever is functioning accordingly.
3. Check to see the jack is lifting up and down.

Operational Safety Checks

1. Make sure the object that's been jacked up is balanced.

Do not Overload the weight.

Do not Kick the jack while it has an object on it.

Do not Lean yourself or anything onto object while it is jacked up in the air.

Housekeeping

1. Keep out of the way once finished with
2. Give it a clean when done with.

Potential Hazards

- Someone could trip on them
- Could drop onto a body part of someone