



### Pallet Jack

| Developed by:   | Approved by:   | Date created:   | Last revision:   |
|---|--|---|------------------|
| B White<br>Safety Coordinator   | Jason Moffat   | July 2009   | December 1, 2022 |
| Possible Hazards Present  | Personal Protection Required   | Additional Training   |                  |
| <ul style="list-style-type: none"> <li>- Back injury</li> <li>- Foot injury</li> <li>- Unstable loads</li> <li>- Pinch Points</li> </ul>  | <ul style="list-style-type: none"> <li>- CSA approved protective footwear</li> </ul> | <ul style="list-style-type: none"> <li>- Proper lifting techniques</li> </ul>   |                  |
| <ol style="list-style-type: none"> <li>1. Read manufacturer’s manual.</li> <li>2. Make sure pallet jack is in sound operating condition.</li> <li>3. Ensure wheels roll freely and the lifting mechanism works smoothly up and down.</li> <li>4. Know the contents of the load (pallet of nails vs pallet of filters).</li> <li>5. Assess the weight factor.</li> <li>6. Place the pallet jack under the load and test the jack’s capacity and your ability to move the load.</li> <li>7. Slowly lift the load. If it appears unstable, lower it immediately and reposition or restack.</li> <li>8. Once you are satisfied the load is within your physical capacity and if stable it is safe to move.</li> <li>9. Always push a load from behind when using a pallet jack. By using this action rather than pulling you lessen the possibility of back injuries or overextending back muscles.</li> <li>10. Avoid sudden or jerking motions which can damage back muscles.</li> <li>11. Pallet jacks are never to be used as “skate boards”. Using equipment for any purpose it is not intended can put people at a risk of an accident.</li> <li>12. Remember, if a load seems too heavy get help from other staff members.</li> <li>13. <b>REPORT ANY DANGEROUS SITUATIONS TO THE SUPERVISOR.</b></li> </ol> |  |   |                  |
| <p><b>Documentation/Legislation</b><br/>Workplace Safety and Health Regulation,<br/>M.R. 217/2006</p> <p>6 Personal Protective Equipment<br/>8 Musculoskeletal Injuries</p>   |  | <p><b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b></p> |                  |