

**PALLET JACK (Electric) &  
PALLET HANDLING**

Safe Work Procedure

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<b>Department / Area:</b> Logistics and Supply Chain Management	<b>Approved By:</b> Regional Lead Logistics and Supply Chain Management	<b>Date Created:</b> March 17, 2014	<b>Review / Revised date:</b>																								
<b>Potential Hazards:</b> <b>Fill in those that apply</b>		<b>Personal protective equipment / devices required / other safety considerations</b>																									
<table border="0"> <tr> <td><b>H</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>risk for injury</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / sustained postures – bending, twisting</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Forceful exertions – lifting/pushing heavy pallets</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges – rough or splintered wood</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pinch points – jamming fingers or toes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Chemical - battery</td> </tr> </table>		<b>H</b>	<b>M</b>	<b>L</b>	<b>risk for injury</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / sustained postures – bending, twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – lifting/pushing heavy pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – rough or splintered wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points – jamming fingers or toes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical - battery	<ul style="list-style-type: none"> <li>• Gloves to protect against cuts, slivers, pinches when handling pallets is recommended</li> <li>• CSA approved safety footwear</li> </ul>	
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		<b>Training / Reference information</b> <ul style="list-style-type: none"> <li>• Module 1 SCHIPP Orientation</li> <li>• Department Orientation</li> <li>• Operator’s Manual</li> <li>• Operator’s certificate</li> </ul>																									
<p align="center"><b>Note:</b> Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>																											
<p align="center"><b>Employers must ensure that workers are trained and follow this safe work procedure</b></p> <p align="center"><b>Steps to perform this task safely:</b></p>																											
<p><b><u>Electric Pallet Jack Operation</u></b></p> <ul style="list-style-type: none"> <li>• Operate jack with back straight and elbows at sides.</li> <li>• Ensure your pallet jack weight capacity can handle the load.</li> <li>• Only one operator of a pallet jack.</li> <li>• Start the pallet jack slowly. Ensure the speed is appropriate for your surrounding area.</li> <li>• Never ride a pallet jack. If there is a platform, operator may stand on it.</li> <li>• Never leave a pallet jack with the load elevated.</li> <li>• Keep the pallet jack in front of you when descending a ramp.</li> <li>• Stack the pallet load so that it will not shift or turn over when moving load.</li> <li>• Inspect wear and tear of electric cords when charging battery.</li> </ul>																											
<p><b><u>Pallet Stacking</u></b></p> <ul style="list-style-type: none"> <li>• Pallets should be stacked flat in most situations, no more than 8 pallets high. If stacked vertically, ensure there is bracing for the stack. Tilt on its side and pivot end as you “walk” it to the wheeler.</li> <li>• Pallets that will be manually removed from a pile are to be stacked no more than 8 pallets high.</li> <li>• Any stack over 8 pallets high requires a lift to remove a pallet.</li> <li>• Pallets being removed from a pile 8 high or less are to be removed in the following manner: <ul style="list-style-type: none"> <li>• Slowly push the pallet away from you or pull it toward you over the pallet beneath it</li> <li>• Continue sliding the pallet while tilting the side that is furthest off the pallet toward the ground</li> <li>• Keep your hands and feet away from pinch points and when bending over, maintain a wide stance, bend your knees and hips and keep your back straight.</li> <li>• Once the pallet touches the ground, tilt up the other side, move behind it and slide it to where it is required.</li> <li>• Lower the side of the pallet toward you till it is on the ground. Use proper lifting procedure as above.</li> </ul> </li> </ul>																											

## Safe Work Procedure

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- No pallet should be lifted off the ground by one worker. If a pallet has to be lifted manually a minimum of 2 workers are required. To lift a pallet with 2 workers, each on opposite ends and bend their knees and hips to reach the pallet. Each worker grasps a pallet cross brace with both hands. On a designated count by one worker, both workers lift the pallet by pushing through the legs while keeping their backs as straight as possible and shoulders neutral. Do not twist your body when carrying a pallet. Take small steps to turn.