

Safe Work Procedure		Pallet Jack (Manual) and Pallet Handling	
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:
Potential Hazards: Fill in those that apply H M L Risk for Injury <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sharp Points / Edges – rough or splintered wood <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Pinch Points – jamming fingers or toes <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / sustained postures – bending, twisting <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – lifting / pushing heavy pallets		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate closed toe footwear ➤ Gloves to protect against cuts/slivers/pinches when handling pallets is recommended ➤ Ensure path is clear of obstacles prior to moving pallet ➤ Two people 	
		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator's Manual 	
Note: 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.			
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely:			
<u>Pallet Jack Operation</u> <ul style="list-style-type: none"> ➤ Read Operator's Manual. ➤ Push jack with back straight, knees bent pushing with legs and elbows at sides. ➤ Only push a pallet jack, never pull a pallet jack. ➤ Ensure your pallet jack weight capacity can handle the load. ➤ Only one operator to steer the pallet jack handle. ➤ Additional assistance may be required to provide push beside the load, not in front of the load. ➤ When ascending a ramp, additional assist would be on either side of the operator. If descending a ramp, the additional assist should be located in front of the load. ➤ Start the pallet jack slowly, pushing with your legs as opposed to a sudden jerking motion of the pallet jack. ➤ Never ride a pallet jack. ➤ When moving a pallet jack and load, keep the jack control handle in the "neutral" position. ➤ Never leave a pallet jack with the load elevated. ➤ Stack the pallet load so that it will not shift or turn over when moving load. 			
<u>Pallet Stacking</u> <ul style="list-style-type: none"> ➤ Pallets should be stacked flat in most situations. ➤ Pallets that will be manually removed from a pile are to be stacked no more than 8 pallets high. ➤ Any stack over 8 pallets high requires a lift to remove a pallet. 			

- Pallets being removed from a pile 8 high or less are to be removed in the following manner:
 - Slowly push the pallet away from you or pull it toward you over the pallet beneath it.
 - Continue sliding the pallet while tilting the side that is furthest off the pallet toward the ground.
 - 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.
 - Once the pallet touches the ground, tilt up the other side, move behind it and slide it to where it is required.
 - Lower the side of the pallet toward you until it is on the ground. Use proper lifting procedure as above.
- 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.