

SOP (PALLET JACK)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Pallet Jack					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Kickback	<input type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the pallet jack for any physical damage, especially on the forks and the hydraulic pump.
2. Check the wheels to ensure they are intact, secure and roll freely without any obstructions.
3. Examine the handle for secure attachment and test the control lever for lifting, lowering and neutral operation.
4. Look over the hydraulic oil reservoir to ensure it's not leaking and has sufficient oil.
5. Confirm there is no debris in the path of travel and that the work area is clear.

SAFE OPERATING PROCEDURE

1. Place the pallet jack's forks fully into the pallet, ensuring they're centred, and the pallet is balanced.
2. Pump the handle to raise the pallet off the ground, checking that the lift mechanism operates smoothly and the pallet is stable.
3. Push the pallet jack handle forward to the neutral position before moving.
4. Pull or push the pallet jack at a controlled pace, keeping the path ahead in clear view and avoiding sudden stops or sharp turns.
5. Use the control lever to carefully lower the pallet once destination is reached and before removing the forks from the pallet.

POST-OPERATION PROCEDURE

1. Upon completion of work, ensure the forks of the pallet jack are fully lowered to the ground.
2. Conduct a final inspection of the pallet jack, looking for any damage or excessive wear incurred during operations.
3. Clean the forks and wheels of the pallet jack to remove any debris that could impede function.
4. Store the pallet jack in its designated area so it does not hinder traffic or pose a safety hazard.
5. Report any operational issues or defects noticed during the post-use inspection to the supervisor or maintenance team for further action.