

# SOP (PALLET STACKER)

SS-WHS-SAF-000

Authorised By:  
Rev 1 19/03/2024



<b>TASK</b>	Pallet Stacker					
<b>HAZARDS</b>	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input checked="" 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"/>
<b>PPE REQUIRED</b>						

## PRE-START CHECKS

1. Examine the pallet stacker for any visible signs of damage, including the forks, mast, and body of the machine.
2. Ensure that the battery is fully charged or sufficiently fuelled and check for any signs of leaks or battery corrosion.
3. Verify that all control buttons and levers are clearly marked and fully functional.
4. Test the brakes, horn, and emergency stop feature to confirm responsiveness.
5. Look over the wheels and casters for wear or damage and ensure they rotate freely and are not obstructed by debris.

## SAFE OPERATING PROCEDURE

1. Position yourself correctly within the operator's area and ensure a firm footing and good posture if the stacker is a walk-behind model.
2. Use the control handle to carefully raise and lower the forks to ensure they are functioning as expected before loading.
3. Gently throttle the stacker to confirm smooth operation and manoeuvrability.
4. Approach the load squarely and carefully slide the forks fully under the pallet, making sure the pallet is centred and secure.
5. Lift the pallet just enough to clear the floor for transport, watching closely for overhead obstacles when stacking or tiering.

## POST-OPERATION PROCEDURE

1. Lower any loads to the ground and return the forks to the minimum height position before switching off the pallet stacker.
2. Conduct a final inspection for any new signs of damage or wear after operation.
3. Clean the equipment with attention to removing any debris from the working mechanisms or wheels.
4. Recharge the battery or refuel if necessary, following manufacturer's instructions or company protocols.
5. Record the usage in a logbook and report any maintenance concerns to ensure the stacker is ready and safe for the next use.