

*Hazard Review*

- **Crushing, pinching**
- **Falling objects**

*Related Safe Work Practices*

- **Forklift Trucks**
- **Housekeeping**

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## BEFORE

1. Pallet jacks can only be used on paved, even surfaces. If these conditions are not present, a forklift must be used to move your load (see *Forklift Trucks*).
2. Plan your loading and moving route. Know what you will lift and how you will get there before you go and do anything.
3. Ensure the path of travel is clear of debris.
4. Inspect the pallet jack to ensure it is operational. Also inspect the pallet to be moved to ensure that it is not damaged or caved-in.
5. Lower the jack before moving.
6. When you move it into position, avoid bumping into stationary objects.

## DURING

1. Line up the jack in the center of pallet.
2. Push it into and under the pallet. Stop when the wheels drop down to the floor surface.
3. Pump the jack up just enough to enable you to transport the pallet.
4. Be cautious in moving the pallet, the load must be secure and tight.
5. Maintain a normal walking pace while moving the pallet; do not run or walk excessively fast.
6. Do not move any pallet that you cannot see around or over!

7. Personnel are prohibited from riding the pallet jack.

## **AFTER**

1. Restore pallet jack to storage location. Storage location should be an area that will ensure that fellow workers can not trip over jack and should not block aisles.