• Do **not** operate Pallet Jack without training and authorization by your supervisor.

• Always check Pallet Jack to ensure that it is in good working order before attempting to handle a load.

• Notify your supervisor about any faulty equipment immediately.

• Always examine pallet before attempting to move it. Determine that load is not severely shifted or too large to go through doorways.

* With the handle in the upright position and the load in front of you, push the pallet jack to the area you need to go to.
  + Pushing allows you to more control because you are able to steer/maneuver away from obstacles, and you can stop a lot quicker.
  + It is impossible to always push a pallet jack but pulling should only be allowed to position the pallet for moving, not for actually moving the pallet around.

• Be watchful for any overhead obstructions.

• Make sure jack is in pallet straight and in the center of the pallet.

• Never attempt to lift load with one fork.

• Use both hands when jacking up a manual Pallet Jack to prevent muscle strain.

• When moving heavy loads, or on a grade, ask others to assist.

• Swing wide on corners to avoid hitting door frames, merchandise, and wing displays.

• Use **extra** caution when operating jack on a grade. Never turn sharp on a grade.

• Use wall of truck bed as a brake along with helper to keep heavy loads at a controlled speed.

• **Always** let Jack down when stocking on the sales floor or anytime the Jack is left unattended.

• Do not bump or hit walls or counters when parking pallets. This can damage walls, knock counters out of alignment, and damage product with a only a slight bump.

• Make sure Pallet Jack is at a complete stop and in down position before releasing handle.

• Keep all body parts (hands, arms, feet, etc.) from getting underneath a pallet when it is in a raised position.

• Pallet Jacks are for work only. Horseplay, including riding the jacks, is strictly prohibited.

I acknowledge that I have read, understand and will abide by these procedures and any other rules and procedures my supervisor may instruct me of during my training.

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Employee Date Supervisor Date