

## PALLET JACK SAFETY PROCEDURES

- Do **NOT** operate Pallet Jack (Manual or Electric) until trained and authorized by your supervisor.
- Always check Pallet Jack (Manual or Electric) to see 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. You will find that pushing will allow you to have more control, being 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, have someone 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

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Supervisor

Date