



PALLET JACK SAFETY TIPS



Be Prepared

- ✓ Ensure you have been trained on proper use
- ✓ Inspect pallet jack:
 - Wheels for wear
 - Fluid leaks
 - Capacity plate
 - See company checklist
- ✓ Inspect your route:
 - Holes, cracks
 - Slopes, ramps
 - Debris, liquids
 - Pedestrian/vehicle traffic
- ✓ Use appropriate personal protective equipment (PPE):
 - Safety footwear
 - High visibility vest or shirt
 - Gloves
 - Safety glasses

Work Safe

- ✓ Lift only unbroken pallets
- ✓ Stack heavier objects on the bottom
- ✓ Stack load so that you can see forward
- ✓ Load weight is within capacity
- ✓ Center the forks evenly
- ✓ Ask a spotter to assist you if your vision is blocked
- ✓ Use both forks for lifting
- ✓ Use both hands to pump the handle
- ✓ Keep feet away from the pallet jack
- ✓ Ensure load is stable
- ✓ No people can ride on the pallet jack
- ✓ Push rather than pull whenever possible
- ✓ Avoid inclines if possible
- ✓ On an incline always have the load downgrade of you
- ✓ Never leave load raised

Finish Right

- ✓ Store pallet jack in an out of the way area where forks and handle are not a tripping hazard (e.g., in a pallet or under a table)
- ✓ Report any areas where lighting or floor conditions are inadequate
- ✓ Report damage to pallet jack, racks or pallets to your supervisor
- ✓ Clean and put away PPE



Speak up!

If you see a hazard, let a supervisor know.
Everyone plays a role in your safety and health.

HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing well **engineered** pallet jacks
- **Policies and procedures** to promote regular equipment inspections and maintenance
- **Inspecting and repairing** pallet jacks regularly
- **Training** staff on how to recognize, assess and control hazards
- **Implementing and enforcing** PPE program

Date: _____ Topic: _____

Safety Check Session Leader: _____

| Learner Name (Please print) | Signature |
|-----------------------------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

© 2017 Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.