

Location: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## TOPIC C329: PALLET JACKS

Pallet jacks are used for handling material in close spaces and where a forklift would be inappropriate or hazardous. However, pallet jacks must be used safely to prevent causing accidents. Let's review the guidelines for the safe use of pallet jacks:

When using hand or electric jacks, you can back into walls, run over their feet or run into other workers. Possible solutions to these hazards are:

- Provide windows in doors low enough for workers to see who or what is on the other side
- Train employees in proper and safe methods for using hand/electric jacks
- Provide one-way entrance and exits
- Make sure that aisles are wide enough for pallet jack use
- Make sure that aisles and passageways are kept clear and free of clutter or debris
- Designate aisles and passageways for one way traffic flow

Pallet jack batteries need to be removed and routinely charged. Exposure to fumes or vapors from the battery charging process can be dangerous. The fumes are explosive, and the electrolyte used in wet batteries is extremely corrosive. Possible solutions to these hazards are:

- Ensure you're trained to handle batteries, and observe proper charging procedures for batteries
- Designate a battery charging/charging area
- Always wear the necessary PPE such as eye/face protection, chemical resistant gloves and respiratory protection
- Provide an eyewash station and showers for emergencies
- Keep a fire extinguisher available and properly charged
- Provide proper ventilation in the battery charging area

There's always the potential for pallets to collapse or tip over on the operator. Uneven or rough floors increase the danger. Possible solutions for these hazards are:

- Institute a safe storage and stacking program
- Know the proper procedures for material handling and housekeeping
- Plastic wrap loads to maintain stability
- Inspect and replace floor areas in need of repair
- Don't carry loads that are stacked too high or are unstable

### Daily inspection checklist for walking pallet jacks:

#### Vehicle inspection:

- Forks – check for proper alignment and spacing
- Battery – check for proper charge and fluid levels
- Hand guards – ensure that guards are secure and there are no burrs or sharp edges

#### Operations inspection:

- Check the drive operations
- Test the brakes
- Check the horn
- Inspect the load-lifting parts of the equipment

**Conclusion:** Pallet jacks are only effective when used properly and safely. Training is necessary to make sure that all policies and procedures for the use and maintenance of pallet jacks are followed.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)


These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.