

<b>1 Purpose</b>	To outline the requirements for the safe operation of pallet jacks.
<b>2 Application</b>	Applies to all NTPC employees and contractors required to operate a pallet jack.
<b>3 Definitions</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>4 References</b>	<ul style="list-style-type: none"> <li>• NWT Safety Act 1988</li> <li>• NWT Occupational Health &amp; Safety Regulations 2015</li> <li>• SWP 1.07: Manual Lifting and Handling</li> </ul>
<b>5 Equipment</b>	<ul style="list-style-type: none"> <li>• Pallet jack (manual or electric)</li> </ul>
<b>6 PPE</b>	<ul style="list-style-type: none"> <li>• CSA-approved Class E hard hat</li> <li>• CSA-approved foot protection</li> <li>• Work gloves</li> <li>• High-visibility clothing</li> </ul>
<b>7 Training</b>	<ul style="list-style-type: none"> <li>• Informed of any risk associated with, trained on, and deemed competent in, the safe operation of pallet jacks.</li> </ul>
<b>8 Work Practice</b>	<ul style="list-style-type: none"> <li>• When moving loads follow <i>SWP 1.07: Manual Lifting and Handling</i>.</li> <li>• Inspect the pallet jack to ensure it is in good working condition before attempting to handle a load.</li> <li>• Do not use defective tools. Any defective tools shall be immediately removed from service, tagged with a Special Instructions Tag with the appropriate message (e.g., out of service for repair), and reported to the manager.</li> <li>• Examine the pallet and the load before attempting to move it. Ensure the load is stable and will not shift during movement.</li> <li>• Before loading the pallet jack, ensure the path of travel is free of hazards (e.g., wet floor, tripping hazards, other pallets, etc.).</li> <li>• When pulling/pushing loads always watch for overhead obstructions.</li> <li>• Push the pallet jack all the way into the pallet, ensuring the forks of the jack go at least 2/3 of the way under the load.</li> <li>• Make sure the pallet jack is straight and centered on the pallet.</li> <li>• Use both hands when jacking up a manual pallet jack to prevent muscle strain.</li> </ul>

<b>Safe Work Practice:</b> Pallet Jacks	Page 2 of 3
<b>Monitor:</b> Director, Health, Safety & Environment	SWP #: 2.12

	<ul style="list-style-type: none"> <li>• Jack the load up high enough to roll the load freely.</li> <li>• Request assistance from a second worker when moving a heavy load or moving uphill.</li> <li>• Swing wide on corners to avoid striking other objects.</li> <li>• Always let the pallet jack down to the floor when removing items from the pallet or anytime the pallet jack is left unattended.</li> <li>• Never attempt to lift a load with one fork.</li> <li>• Never place hands or feet under the pallet jack or a pallet when in a raised position.</li> <li>• Pallet racks shall be placed on a firm foundation.</li> </ul>
<b>9 Documentation</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**Development**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Prepared by: J. Clark	Environmental Analyst	Oct. 21, 2014
Reviewed by: A. Crowther	Health & Safety Coordinator	Feb. 26, 2016
Approved by: E. Smith	Director, Health, Safety & Environment	Jun. 13, 2016

**Revision History**

<b>#</b>	<b>Revised Sections</b>	<b>Description of Revisions</b>	<b>Revised by (name, position)</b>	<b>Approved by (name, position)</b>	<b>Issue Date</b>
01					
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