**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 tall to go through doorways.
* When pulling loads always 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 pulling Pallet Jack, make sure it is in the neutral position. This will reduce fatigue.
* When pulling heavy pallets, pulling on wet floor, or on a grade, have someone assist by pushing pallet or holding back on pallet, whichever is needed.
* 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 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 I have read and understand I am to abide by these procedures and any

other rule and procedures my supervisor may instruct me of during my training.

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Employee Date Supervisor Date