SAFE USE OF HAND PALLET TRUCKS

NOTE TO DISCUSSION LEADER:

After introducing the topic of hand pallet truck safety, ask if anyone has experienced or witnessed an accident involving a hand pallet truck. If so, ask for a description of what happened. Use accidents and past accidents to stress the importance of safe hand pallet truck operation.

A hand pallet truck is a four-wheeled hand-operated truck designed for moving pallets short distances. Safe operation pays off in several ways:

* You avoid injury to yourself and loss of work time.
* You prevent accidents involving co-workers.
* You prevent damage to the equipment as well as the material you are handling.

NOTE TO DISCUSSION LEADER:

Briefly review the operating instructions for hand pallet trucks with the group. Have a truck available for demonstration purposes. Cover the following procedure.

Hand pallet trucks have a simple raise/neutral/lower operating method.

To raise the forks, push the actuating lever down and pump the handle up and down until the pallet has reached the desired height. It is not necessary to pump until the lifting height is reached. A clearance of one inch between the floor and pallet is usually sufficient to move the load

To move a load, engage the actuating lever in a neutral or middle position. While this position disengages the lifting mechanism, making the handle free from hydraulic resistance, the forks remain in the raised position.

Lower the forks by pulling the actuating lever past the neutral position. Because the leer is spring-loaded for lowering, when you release the lever it will automatically return to the neutral position.

Safe operating practices/rules include:

* Using only the neutral position when maneuvering loads to reduce operator fatigue.
* Avoiding the movement of loads up or down ramps whenever possible. If you have to make an emergency stop on a ramp, stop the truck by lowering the load.
* Always working uphill from the pallet truck when moving loads up or down a ramp.
* Pulling rather than pushing loads on long-distance moves, making it easier to see where you're going and to steer the load.
* Not riding or permitting riders on the truck.
* Parking the pallet truck out of traffic areas in a safe, level place with the handle up and forks lowered.
* Ensuring the stability of the load you are handling.
* Avoiding overloading the truck.
* Positioning the forks evenly under the load for safer movement and easier positioning.
* Not picking up a load on one fork.
* Checking in advance to make sure ramps, elevators and dock boards can handle the load.

I have completed the above review of safe operating standards for the use of manual pallet jacks.

ASSOCIATE NAME AND SIGNATURE

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TRAINER’S NAME AND SIGNATURE

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