

SHE-IHG-SWOP

Safe Work Operating Procedure

Manual Pallet Jack



** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash/IHG safe and approved work method for a Manual Pallet Jack on a Metcash/IHG Site.

Key Hazards	- Hazardous Manual Tasks – awkward, twisting, bending positions - Hazardous Manual Tasks – lifting, carrying, or putting down objects, pushing, pulling objects - Loose material on the floor, untidy work area, uneven or slippery floors (housekeeping) - Uncontrolled/unexpected movement of the equipment.	- Moving parts - Mobility - Visibility - Falling load - Crushing, feet or hands - Faulty equipment, non-compliance with manufacturer's recommendations and standards. - Lack of capacity to slow, stop or immobilise the equipment. - Transfer of virus/infection from contact with shared equipment/surfaces
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Safety footwear must be worn	Operator training should include: - Workplace induction - Daily pre – operation checks - Safe Work Operation Procedure - Manufacturer's instructions (read and understand) (where available) - Fitting of personal protective equipment - Manual handling - Housekeeping - SOT (Safety Observation Tour) - Hazard reporting/ Lock Out/Tag Out (LOTO) - ATR (Associate Technique Review)

PRIORITY ITEMS

PRE USE AND INSPECTION *Follow any Pre-operational checklists in the manufacturer's operations manual.

ENSURE:

- Pallet Jack is in safe working order
- Wheels in good working order, secured
- Pallet Jack is appropriate for the task
- Pre operational check – conducted
- Keep hands and feet clear of any crush or pinch points on the Pallet Jack.

CHECK:

- Inspect the area and ground surfaces where loading stock to ensure it is free from slip / trip hazards.
- All traffic control measures are in place – if required.
- Exclusion zones, if required.
- Determine if a spotter is required to reduce potential collision risk when moving throughout site.
- Consider if it is a busy trade period, path of travel, are there tight movement areas, or blind spots.

WARNING: Do not use if there are any damaged or missing parts. Report and tag out.

If anything does not look or feel right- **DO NOT USE THE MANUAL PALLET JACK**

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate in accordance with the manufacturer's operating instructions Before operation: - Inspect the area and ground surfaces where using the Pallet Jack to ensure it is free from slip / trip hazards. - Ensure all traffic control measures are in place – if required. - Establish Exclusion Zones, if required. - Determine if a spotter is required to reduce potential collision risk when moving throughout site. - Consider if it is a busy trade period, check path of travel, are there tight movement areas, or blind spots. During operation: - Use correct manual handling techniques. - Do not overload the Pallet Jack. - Know the load, use two person lift for heavy or bulky items. - Ensure load is secure before moving off. - Know your route and movements before you start. - Be aware of others that may be working nearby. - Always move at a walking pace, do not run. - Maintain the 3-metre exclusion zone from forklifts. - Take care near blind corners. - Do not leave equipment in the middle of pedestrian walkways. - Do not carry passengers on hand pallet jack CHECK: When a load includes chemical containers, ensure; - Containers are stacked correctly and are secured. - No obvious signs of damage, containers in good condition. - Spill control & emergency procedures in place, in the event of leaks or spills. - Chemical PPE available for use. - Safety Data Sheets (SDS) are available on-site. - Move and manage these loads carefully, particularly if chemicals are liquids.	   

* NB: Use this form for the relevant information only. It is not to be altered in any way.

Maintenance & Cleaning/Storage	<u>Follow LOTO procedures, record service / repairs information in Maintenance Log.</u> On completion: • Remove all traffic management measures – witches hats, barriers or signs. • Ensure that the work area is left in a condition that does not create any risk to other persons. • Place all packaging away in suitable area. • All excess material / scrap to be removed from work area / disposed of correctly • Check the condition of the hand trolley prior to placing back in storage ready for next usage. Storing Hand Pallet Jack Trolleys: • Away from entry and exit areas, away from where work is being undertaken. Find a safe and secure location that will not create tripping hazards. • Make sure that the equipment does not block exits, walkways or emergency equipment, such as fire hoses or fire extinguishers. • Do not leave unattended in aisles  Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only.
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>