

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 043 – JACKS AND VEHICLE STANDS

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for raising and supporting vehicles or equipment using jacks and vehicle stands at Illusions Australia.

A jack is a lifting device, not a substitute for a correctly positioned rated support stand where a person may be exposed to a raised load.

2. AUTHORISATION AND COMPETENCY

Only competent workers may use jacks and stands.

Workers must understand rated capacity, designated lifting/support points, ground conditions and the prohibition on working beneath a load supported only by a jack.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves appropriate to handling jacks/stands and vehicle components.
- Eye protection where work beneath equipment may release debris.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Jack and stands are serviceable, rated and suitable for the load.
- Load weight is within capacity.
- Manufacturer-designated lifting/support points are known.
- Floor/ground is firm, level and capable of supporting the load.
- Vehicle/equipment is secured against rolling.
- Correct number and type of stands are available.
- Work area is protected from vehicle/mobile-plant movement.

5. SAFE OPERATING PROCEDURE

1. Park on firm level ground and isolate the vehicle/equipment.
2. Apply parking brake and chock wheels as appropriate.
3. Position the jack at the approved lifting point.
4. Raise slowly while monitoring stability.
5. Position rated stands at approved support points.
6. Lower the load onto the stands in a controlled manner.
7. Confirm stability before any person places any part of the body beneath the raised load.

8. When finished, clear people/tools, raise sufficiently to remove stands, then lower slowly.
9. Remove chocks only after the load is fully stable on the ground.

6. PROHIBITED PRACTICES

Workers must not:

- Work beneath a vehicle supported only by a jack.
- Exceed jack or stand rated capacity.
- Use bricks, timber offcuts or improvised supports as vehicle stands.
- Jack on unstable, sloping or soft surfaces without an engineered/suitable support arrangement.
- Position stands under unsuitable body panels or components.
- Move or start a vehicle while supported on stands.
- Place hands/feet beneath an unsupported load.

7. STABILITY AND SUPPORT POINTS

Incorrect support location or unstable ground can cause sudden collapse.

- Use manufacturer-approved points.
- Use matched suitable stands.
- Test stability cautiously before access underneath.

8. HYDRAULIC FAILURE

Hydraulic jacks can lower unexpectedly due to valve or seal failure.

- Never rely on hydraulic pressure alone.
- Remove leaking or creeping jacks from service.
- Use mechanical stands before exposure beneath the load.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if the jack creeps, leaks, tilts, the load shifts, a stand deforms or the surface becomes unstable.

Keep clear of the fall zone and lower/re-support only when safe.

10. SHUTDOWN AND HOUSEKEEPING

- Lower load fully after work.
- Remove stands and chocks in a controlled sequence.
- Inspect jacks/stands for damage.
- Store equipment correctly.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.

5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Rated capacity is uncertain.
- Approved lifting/support points cannot be identified.
- Ground is unsuitable.
- Correct stands/chocks are unavailable.
- Any instability, leakage or deformation is observed.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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