

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 063 – PALLET JACK

1. PURPOSE AND SCOPE

Minimum requirements for safe use of manual pallet jacks at Illusions Australia.

Applies to movement of palletised loads on suitable level surfaces.

2. AUTHORISATION AND COMPETENCY

Workers must be instructed in pallet-jack controls, capacity, load stability and safe pushing/pulling.

Powered pallet trucks require separate competency/procedures where applicable.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves where required for handling pallets/load.
- High-visibility clothing where interacting with vehicles or mobile plant.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pallet jack, forks, wheels and hydraulic mechanism are serviceable.
- Load and pallet are stable and within rated capacity.
- Forks can enter fully.
- Travel route is clear and sufficiently level.
- Destination has adequate space.
- Pedestrians and vehicles are controlled.

5. SAFE OPERATING PROCEDURE

1. Inspect the jack and route.
2. Centre forks and insert fully beneath the pallet.
3. Raise only enough to clear the floor.
4. Check load stability before movement.
5. Push where practicable for better control and visibility; use controlled pulling only where conditions require it.
6. Travel at walking pace.
7. Keep feet clear of wheels and pallet.
8. Use assistance for slopes, tight areas or heavy loads where safe control requires it.
9. Lower pallet fully at destination and remove forks carefully.

6. PROHIBITED PRACTICES

Workers must not:

- Ride on the pallet jack.
- Exceed rated capacity.
- Move unstable/damaged pallets without securing/repacking.
- Place hands/feet beneath a raised pallet.
- Use on unsuitable steep slopes.
- Move at excessive speed.
- Leave raised forks projecting into walkways.

7. CRUSH AND FOOT INJURY

Loads and steering wheels can trap feet or hands.

- Wear safety footwear.
- Keep body clear of load edges and wheels.
- Move slowly in restricted spaces.

8. PUSH/PULL FORCE

Heavy loads or poor floors can create hazardous manual-handling forces.

- Reduce load/use powered assistance.
- Keep wheels maintained.
- Do not force a load that cannot be controlled.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if load shifts, jack leaks/fails, wheel jams, excessive force is required or route becomes unsafe.

Lower the load to a safe position.

10. SHUTDOWN AND HOUSEKEEPING

- Lower forks fully.
- Park in designated area with forks not creating a trip hazard.
- Remove debris from wheels.
- 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:

- Load exceeds capacity or is unstable.
- Pallet is damaged.
- Route/slope is unsuitable.
- Excessive force is required.
- Pedestrian/vehicle interaction cannot be controlled.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 063 – Pallet Jack
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document