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# Toolbox Talks

## Pallet Jacks

Pallet jacks and electric carts make moving materials easy. They may not seem like a dangerous piece of equipment, but they can cause serious injuries. We need to ensure that we operate them safely to help avoid any potential accidents.

### Safe Operation:

It is important that you understand how to properly use a pallet jack. This includes loading, maneuvering, and unloading. Doing so safely will help prevent accident and injuries.

- Pay attention to maximum load capacity, and be sure to never overload
- Be sure to inspect brakes, steering, controls, forks, hoists, and report any problems to a maintenance
- Put forks completely under the pallet
- Keep forks 2-4 inches off the ground
- If a ramp or incline cannot be avoided, always travel with load upgrade
- Avoid quick or sudden turns. This can cause a shift in the load or even a tip
- Operate at a safe speed, remembering that most pallet jacks do not have brakes
- Be aware of pedestrians and other pallet jacks/forklifts
- Stay away from the edge of docks or other platforms
- Never carry riders or ride equipment yourself
- Make sure your foot , as well as others feet, are safely out of the way before you lower the load
- Ask for a spotter to assist you if your view is obstructed
- Park the pallet jack out of the traffic areas in a safe place, avoiding exits and emergency equipment

### Inspection:

It is the responsibility of the operator to inspect the vehicle each at the start of the shift. The inspection should include:

- Tire condition and pressure
- External frame/body
- Condition of the forks
- Operation of lights, horn, and warning alarms
- All controls including accelerator, brake, steering, battery, etc.
- Switches

Pallet jacks are meant to help us save time. If they are not used in the proper way, they can unwanted pain and injury to others. Be sure to obey all safety rules and avoid unsafe work practices.