



LAUSD-OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

JOB SAFETY ANALYSIS

OPERATING A HYDRAULIC PALLET JACK

General Precautions:

1. Only authorized users can operate equipment.
2. Jack is designed for lifting only- do not use for supporting loads.
3. DO NOT allow jack alone to support load.
4. DO NOT overload jack beyond its rated capacity.
5. Keep hands/feet clear when lifting/lowering device.
6. Maintain control of loaded device when traveling.
7. Always inspect the jack for damage and hydraulic fluid leakages before use.

Required Personal Protective Equipment (PPE)*

Gloves, work boots and safety vest

Required Training

Operation of a hydraulic pallet jack



*Additional training and PPE may be required depending on the scope of the activities to be performed with piece of equipment, including but not limited to eye and hand protection or electrical safety. All construction work areas must be demarcated and barricaded.

TASK	HAZARDS	CONTROLS
1. General Use/ Moving materials	<p>Foot Injury</p> <p>Trauma</p> <p>Cuts, punctures abrasions</p> <p>Muscle strain from pushing/pulling</p> <p>Slips, trips and falls</p>	<p>Wear work boots.</p> <p>Follow manufacturer's instructions.</p> <p>Wear gloves.</p> <p>Ensure load is stable before lifting/transporting it.</p> <p>Do not exceed maximum load capacity.</p> <p>Push load whenever possible.</p> <p>Make sure your view is not obstructed and maneuver the jack accordingly.</p> <p>Make sure the jack is in good condition.</p> <p>Wear the appropriate safety gloves.</p> <p>Keep hands, hair and loose clothing clear of all moving parts.</p> <p>Training including lectures and practical demonstration.</p> <p>Do not use on steep slopes. Keep a lookout for obstacles and debris that can get caught under the rollers.</p>

I have received, read and understood the contents of this JSA and have also acquired the aforementioned required training.

NAME:	
DEPARTMENT:	
JOB TITLE:	
EMPLOYEE ID:	
DATE:	
SIGNATURE:	

For more information about this JSA, contact the *Office of Environment, Health and Safety* at LAUSD, 333 South Beaudry Avenue, 21st Floor, Los Angeles, CA-90017
213-241-3199 • <http://achieve.lausd.net/oehs>