

JOB TRAINING ANALYSIS 611

DEPARTMENT: _____

JOB TITLE: _____ **MANUAL PALLET TRUCK HANDLING** _____

DESCRIPTION OF JOB: _____ **SAFE OPERATION OF THE PALLET TRUCK** _____

RAW MATERIAL REQUIRED: _____

EQUIPMENT REQUIRED: _____ **P.P.E. PALLET RUCK** _____

<u>STAGE NO</u>	<u>KEY ELEMENT</u>	<u>METHOD</u>	<u>NOTES SEE KEY BELOW</u>
1.	P.P.E.	Ensure that you are wearing the correct P.P.E. including steel toe cap boots.	(S) Steel toe cap boots must be worn in these areas.
2.	Pallet Check	Check that the pallet truck is in good working order before use. The pallet truck should be clean and the wheels free from string, and other objects, to ensure the pallet truck is easy to maneuver.	(HK) (S) Ensure the pallet truck is serviced regularly
3.	Manual Handling	Before attempting to move a load using the manual pallet truck, refer to: J.T.A. 006. Manual Handling. Manual handling must be carried out as you have been trained to do If at any time you require assistance ASK. Before moving a loaded pallet, ensure that it is wrapped correctly if applicable. All loads must be stacked on the pallet neatly to avoid accidents.	(S) Bulky or heavy loads must be a two person operation.
4.	Operating The Pallet Truck	Be sure that the tynes are at the lowest level by depressing the lever on the handle of the pallet truck. Now push the tynes into the middle space of the pallet Before attempting to move the pallet it must be raised from the floor, this is done as follows; Push the lever on the handle of the pallet truck down, and then pum[the handle using an up and down movement. Carefully move the pallet to the designated area by pulling the handle of the truck. The pallet truck must always be pulled behind you.	(S) Care must be taken not to damage the pallet. (S) Face forward in the direction you are going at all times.

Q= Quality Point

E = Efficiency Point

S = Safety Point

H = Hygiene

HK = Housekeeping

ANY DEVIATION FROM TRAINING COULD RESULT IN INJURY

STAGE NO	KEY ELEMENT	METHOD	NOTES SEE KEY BELOW
		<p>When the pallet is at the designated area, lower the tynes by depressing the lever on the handle of the pallet truck and pull the tynes away from the pallet. Return the pallet truck to the designated storage area, and ensure the tynes are parallel with a solid wall when not in use.</p> <p>WARNING:</p> <p>The task must not be proceeded with if a problem occurs which is not covered by this safe system of work. Alternative solutions to existing problems are not acceptable unless verified by the Health & Safety Steering Committee. The company "Clean As You Go" policy must be adhered to at all times.</p> <p>WARNING:</p> <p>The task must not be proceeded with if a problem occurs which is not covered by this safe system of work. Alternative solutions to existing problems are not acceptable unless verified by the Health & Safety Steering Committee.</p>	<p>(S) Do not leave pallets in front of Fire Exits.</p>

Q = Quality Point

H = Hygiene

E = Efficiency Point

HK = Housekeeping

S = Safety Point

Signed

Health and Safety

Production

Technical

ANY DEVIATION FROM TRAINING COULD RESULT IN INJURY