SAFE WORKING PROCEDURE No 20.

PALLET TRUCKS

AREA LOCATED:

INWARDS
AND
DESPATCH

If you are unsure at any point when using this procedure – SEEK ADVICE

SAFE USE OF PALLET TRUCKS:

1. When using a Pallet Truck use the following procedure:-
   1.1. Collect pallet truck from storage area.
   1.2. Prior to use, visually inspect the Pallet Truck for any damage.
   1.3. To check the hydraulic pump is in working order, press the lever located on the
        handle downwards and pull the handle/towbar towards you. The forks of the
        truck should rise. Always ensure adequate space is left between yourself and
        the handle/towbar. Report any faults to your Team Leader/Supervisor.
   1.4. Drop the forks of the truck back to the ground floor by pulling the lever, located
        on the handle, upwards as far as it goes.
   1.5. Press the lever down once to the neutral position.
   1.6. When travelling with the Pallet Truck, always pull with one hand firmly gripping
        the handle/towbar at a safe speed and face the direction you are travelling,
        NEVER RIDE ON PALLET TRUCKS.
   1.7. Once arrived at pallet/load, carefully turn the truck so the forks are facing the
        gaps of the pallet.
   1.8. Check the load is securely stacked on the pallet (SWP 29) and the pallet is not
        damaged.
   1.9. Never transport or load empty pallets in stacks of more than seven high.
   1.10. Carefully guide the forks into the gaps of the pallet by firmly gripping the handle,
         whilst pushing steadily into position.
   1.11. To lift, pump the lever downwards and bring the handle/towbar towards you.
         Push the handle/towbar back and forth to create extra height. Ensure there is
         sufficient space between yourself and the handle/towbar – if difficulty is found
         when pumping, the load maybe too heavy.
   1.12. Once the pallet is clear of the floor, plan your route. Ensure there is enough
         clearance, be aware of overhead obstructions and width restrictions.

Every effort has been made to ensure that the instructions given in this
leaflet will enable trained personnel to use PALLET TRUCKS SAFELY
– but please remember in the event of difficulty – stop and seek advice.
SAFE USE OF PALLET TRUCKS continued:

1.13. Pull lever into the neutral position.
1.14. Pull handle/towbar downwards/towards you, turn to face the direction you are going whilst leaving one hand firmly gripped on the handle.
1.15. If a load is to be pulled on a slope, always ensure the task ahead is assessed for potential hazards, i.e. would it be safer to handle the load, is the gradient of the slope too steep, is the load secure, will I need assistance and is the area clear of obstruction/people.
1.16. Where possible on a slope ensure the forks of the truck are facing downwards. Grip handle with both hands and slowly/safely lower the load.
1.17. Always walk whilst travelling, (NEVER RUN, MAKE SHARP TURNS, START/STOP SUDDENLY OR LOWER THE LOAD.)
1.18. Once at destinations, push lever upwards to lower pallet/load. Never leave a Pallet Truck with a raised load or on an incline.
1.19. When fully lowered push lever into the neutral position.
1.20. Pull the forks from the gaps of the pallet by firmly gripping the handle with one hand. Ensure adequate space is left between yourself and truck when pulling away from pallet.
1.21. Return the Pallet Truck to its designated storage area when not in use.

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