

# SAFE SYSTEM OF WORK

## Use of pallet trucks and electric pallet trucks SSOW 09

<b>Training Method:</b>	Verbal /Demo/ Practical
<b>Training Duration:</b>	15 – 30 Mins
<b>Training Objectives:</b>	to safely be able to use a hand and electric pallet truck in the workplace and customer premises, including rear of trailer
<b>Associated RA :</b>	KX09, KX11, KX12, KX16
<b>SSOW to be considered:</b>	SSOW 09, SSOW 11, SSOW 12, SSOW 16, Manual Handling training
<b>Hazards:</b>	manual handling injuries, slip trip & falls, trapped upper body limbs, risk of crushing body parts
<b>Person doing the Task:</b>	Driver , Agency , Fitter & Warehouse Staff
<b>PPE Required</b>	Steel Toe Cap Shoes/Boots, Suitable Gloves, Hi Vis vest and bump caps when required

### Use of pump/Electric pallet trucks

- Aids such as pump/pallet trucks should be well maintained and wheels that run smoothly. If you discover any defects report them to transport/ manager immediately so any repairs can be carried out before use or on your return to the depot.
- Ensure that the pallet truck is in good working order before use i.e., the wheels run freely, truck lifts to maximum height, no oil leaks
- Look out for leaking hydraulics, damaged wheels, and damaged brake cables.
- Ensure you are wearing your safety boots before using the pallet truck.
- Employees should keep their feet well away from the load and go no faster than walking speed, do not run with the handling aid.
- Always check that the load to be moved is firm and steady so that it can't slip or fall over
- As a rough guide the amount of force that needs to be applied to move a load over a flat surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The guidelines state that the following is applied.
- Force to stop or start the movement of a load; 20 kg men / 15 kg women.
- Sustained force to keep the load in motion; 10 kg men / 7 kg women.
- DO NOT STRAIN YOURSELF WHEN MOVING LOADS.
- Release truck rails down by depressing the lever on the hand steering column
- Position the hand truck central to the load being lifted or moved
- Push the hand truck under the load being lifted; making sure that the back plate is right up against the load.
- Begin to lift the load by pushing down on the hand steering column, repeat pushing action until the load lifts to the maximum height
- Never lift a load that is heavier than the truck's stated lifting capacity
- Where possible push the truck and load rather than pulling
- Use the strength in your legs rather than arms to move the truck
- Always maintain a safe braking distance from any other truck or person moving ahead of you
- Avoid making jerky stops or quick turns so that your load will not upset
- Always slow down for wet or slippery surfaces
- Never handle a loaded truck where you can't see over the top
- Always look in the direction of travel and keep a clear view of your intended route.

## SAFE SYSTEM OF WORK

### Use of pallet trucks and electric pallet trucks SSOW 09

- Never pull a load so quickly that you would have difficulty in stopping suddenly in an emergency
- Unless the operator is specifically authorised to do so, they must not make repairs or adjustments to a truck
- If at any time, a truck is found to be defective in any way report it at once to your line manager. The truck must then be removed from service until repaired.
- NEVER ride on a hand pallet truck or carry passengers.
- Carefully assess the conditions when operating on an incline or uneven ground as this substantially reduces the weight that can be safely moved. If in doubt call your traffic office for advice
- If the load is too heavy for you to move comfortably and safely lighten the load which is to be moved to a manageable weight which may then require two trips to move the load and not one but ensures you have not strained yourself in the process.
- Always stow away the pallet/pump truck after use. Apply the handbrake of the truck if fitted and secure it using the internal load straps were appropriate.

#### ALWAYS:

- Walk to one side once the load is moving, whenever possible
- Walk at a steady pace, one from which it will be easy to stop
- Be alert; look for other people in your working area
- Check that your load is safe to move
- Report any faults to your supervisor or manager immediately
- Check wheels are not in contact with pallet baseboards

#### NEVER:

- Use an empty Pallet-truck to ride on
- Walk at a fast pace or run
- Carry an unstable load
- Carry a passenger on a truck
- Use as a means of ramming a load into position
- Leave a truck in a dangerous location
- Use a faulty or damaged truck
- Leave a load or truck in a raised position
- Put foot under a raised load under any circumstances

#### Risks

The activities described above are deemed to be of low hazard and moderate risk but have the potential to become high risk if this Safe Working Practice is not adhered to.

The following risks must also be considered

The risk of manual handling injuries being sustained while handling goods manually or using mechanical handling equipment

Risk of the operator's foot becoming trapped under or between the pallet-truck / pallet and the ground surface

# SAFE SYSTEM OF WORK

## Use of pallet trucks and electric pallet trucks SSOW 09

### Electric pallet truck

- Visually check electric pallet truck for damage, condition of the wheels/casters, forks and handle.
- Check pallet truck for leaks: oil, hydraulic oil or battery leaks.
- Check the levels of battery charge on the LED display on the control panel.
- Check that directional control is in neutral.
- Use key to start machine; turnkey to the right as far as it will go.
- Lift and lower forks and check that horn is working.
- Functional test of forward reverse and steering handle.
- Check your route and that the proposed resting point of the load is compatible to the load weight.
- Check weight of the load does not exceed SWL capacity of the electric pallet truck.

### During the job, take these precautions:

- Read and understand the operating instructions and signs.
- Check that route surface is suitable; report any faults or potholes to your line Manager.
- Remember the steering control is the handle.
- Always look in the direction of travel.
- Use the Horn at hazardous points e.g. doorways, blind corners, changes in direction.
- Concentrate whilst operating the electric pallet truck.
- Always keep a good look out for pedestrians - they might not be able to hear you.
- Pedestrians always have right of way.

### Lifting

- Before lifting, assess the weight of the load and its centre of gravity.
- Approach the pallet with fork arms slow and low.
- Position fork arms centrally and squarely into pallet.
- Pump handles manually to raise forks and load approx. 5cm-8cm off the floor.
- Operate electric pallet truck slow and low - a low load is a safe load.
- Holding handle, use the switch to either reverse or go forwards or just use the control handle.
- If you release the control handle and it goes vertical the pallet truck stops.
- Use control handle or switch to go forwards.
- Walk forwards with the load in front of you to maximise visibility.
- Do not reverse unnecessarily, only reverse when manoeuvring.
- Check that the way is clear and keep a continuous lookout.
- Use the electric pallet truck in turtle mode and always operate at a comfortable speed given the load.
- Either release switch or control handle to stop truck, lower load.
- If need to stop, just release the control handle. If you need to disable the machine, pull the 'puller tag' to cut all power to the pallet truck.
- Pull trigger on control handle to lower load in desired position.

### Charging:

- Take electric pallet truck to a standard plug socket. Turn off pallet truck, remove key and the 'puller tag'

# SAFE SYSTEM OF WORK

## Use of pallet trucks and electric pallet trucks SSOW 09

- Connect battery plug to charging lead.
- Plug in the charger, turn on and charge up.

LED battery indicators: RED flashing = battery is charging; GREEN = fully charged; YELLOW flashing

Workshop to check circuit.

Finishing off:

- Lower the forks and stow securely in the back of the truck/trailer.
- Do not park on a slope, park it on the flat.
- Turn-key to the 'OFF' position and remove the key.
- Report any faults or damage to your line Manager.

Never:

- Exceed the Safe Working Load (SWL) as stated on the electric pallet truck's capacity plate.
- Work or pick from a raised pallet, when not moving lower forks so pallet rests on the ground.
- Operate machinery if you are physically or psychologically unfit.
- Operate machinery if you are unfit because of alcohol or drugs (prescription or recreational).
- Use a mobile phone, personal music equipment, blue tooth device or headphones of any kind when using electric pallet truck.

I was given a copy of this SSOW 09 and the opportunity to ask questions relating to the SSOW. I fully understand the requirements of the SSOW and will perform my duties in accordance with the requirements of the SSOW09.

**I confirm that I fully understand how to carry out this task safely and effectively**

Trainee's Name (Print)	Trainee's Signature	Date
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Trainers Name (Print)	Trainer's Signature	Date
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