

## SAFE WORK PROCEDURES JACKS



### SPECIAL INSTRUCTIONS:

1. Jacks must be used only to raise and lower a vehicle or object to be worked on – the vehicle or object must be supported on stands before being worked on.
2. Jacks and stands must not be loaded beyond their stated safe working load or working load limit (SWL).

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Selection	Failure of jack or stand  Object slipping off jack or stand	Ensure that the safe working load capacity of the jack or stand is adequate for the task to be carried out. Ensure that the mating surfaces of the jack or stand and the load to be lifted are compatible, and that a full contact can be made.	Ensure that weight of object is not greater than the working load limit of the jack or stand.
2. Inspection	Failure of jack	Check hydraulic units for signs of leakage of fluid. Inspect mechanical types for cracks, distortion or impact damage.	Have unit serviced. Do not use faulty equipment.
3. Setting up	Object slipping off jack or stand	Make sure that the lifting point of the jack fits to the object being lifted; use rubber or similar adaptor to ensure a good contact. Ensure that the jack or stand is seated on a firm, level surface, and has full contact with the surface that it is standing on. Ensure that support surface of jack or stand is clean and free of oil or grease. Avoid the use of packing under jacks or stands.	Avoid metal to metal contact where possible. Surfaces should be cleaned before setting up.
4. Raising	Object falling off jack or stand	If raising a vehicle, chock wheels on axle not being lifted. If object liable to move, take steps to prevent movement while being lifted. Raise object in a steady manner – avoid jerky or sudden movements. When object has been raised to the required height, place stands under and lower jack so that the stands alone support the object. Ensure that locking devices are in place before placing weight on stands.	<b>Do not place any part of the body under vehicle or object when supported solely by jacks.</b> <b>Never work under a vehicle or object where a jack is used as the sole means of support.</b>
5. Lowering	Object falling off jack or stand	Use jacks to raise object to take the weight off the stands, remove stands from under object. Gently lower object with jack. Ensure that the jack is free from load before attempting to remove from under object.	Do not place any part of the body under vehicle or object when supported solely by jacks. Do not use force to remove jack.
6. Storage	Damage to hydraulic rams or screws.  Damage to screws or rack mechanisms	Ensure that rams are clean of dirt, etc., before retracting, and lower jacks fully before storing. Leave valve open to eliminate pressure on hydraulic seals. Store hydraulic jacks in upright (operating) position. Clean mud, dirt and excess oil and grease from racks, pinions and screws. Oil moving parts lightly, and wipe off excess oil before storing in safe area.	Always clean tools and equipment after use.