

# SAFE JOB PROCEDURE

**Job Description:** Floor Jack

**Hazards Present:** Slip, trip or fall, Eye Injury, Falling Debris from Undercarriage, Bodily Injury, Vehicle may Roll

**PPE Required:** Safety Footwear, Hard Hat, Mechanics Gloves, Safety Glasses

**Note:** Operators of equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location of the use of a fire extinguisher.

## SAFE JOB PROCEDURE

### 1. Conduct a pre-operation walk around inspection, be aware of surroundings and machine parts to prevent injury and observe:

- Surrounding work area, clean machine, remove any clutter
- Check jack for visible signs of wear and proper lubrication
- Read vehicle manufacture's manual to determine proper jacking points. All jack heads must bear against firm and level surfaces. All jack bases must be supported by firm and level surfaces

### 2. Prevent Vehicle Movement:

- Ensure you are working on an even, level, level surface
- Chock the wheels of the un-effected axle
- Apply the parking brake in conjunction with chocking the wheels. Note: if the vehicle is rear wheel drive, place the vehicle into 2<sup>nd</sup> gear.

### 3. Align floor jack with jacking point according to vehicle manufacture's recommendations

- Lever lock on jack should be in the upright position
- Begin jacking the vehicle

### 4. Place jack-stand in position

- Lower lever lock on floor jack to the lowest position, and lock in place
- Slowly lower the vehicle onto the jack stands
- Ensure both jack stands are in the correct position

- Use wooden blocking under the base if necessary to make the jack level and secure. If the lift surface is metal, place a 1 inch thick hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage
- Once the jack stands take up the vehicles weight, stop lowering the jack and raise it up one notch

**5. Verify the jack stands are safely supporting the vehicle**

- Ensure the jack stands are correctly centered
- Ensure the jack head bears against a level surface
- Ensure the lift force is applied evenly