

13.07.03

DESCRIPTION:

## JOB SAFE PRACTICES

### Stockroom - Manual pallet mover

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Line the pallet mover up with the pallet.</p> <p>Ensure the tines (fork) are in their lowest position.</p> <p>Avoid jerky movements when pushing the pallet mover tines under the pallet.</p> <p><b>Do not</b> overload the pallet mover. If it is difficult to move ask for assistance or breakdown the load.</p> <p>Observe manual handling techniques when unloading the pallet.</p> <p>Manual handling JSP</p>	Manual handling – moving heavy objects	Sprains, strains, bruising	<p><b>Store and Department Management</b> – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p><b>All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure</p> <p><b>Note</b> – If you are using the pallet mover on the dock leveller or scissor lift, ensure you follow the dock leveller/scissor lift JSP and operating instructions.</p>
<p>Plan the route you want to take.</p> <p>Ensure you have clear vision of your path at all times.</p> <p>Move at a safe speed to allow for stopping time.</p> <p>Proceed with caution when, moving around blind spots, corners and doorways.</p> <p>Ensure your feet are clear of the pallets when lowering the pallet mover.</p> <p>Manual handling JSP</p>	Loss of control of load	Entrapment, crushes, sprains, strains	

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