



Pallet jacks are used to help people to move heavy equipment or materials from point A to B. They can be manual or electric. Using a pallet jack can save time, eliminate the need for 2 people to do the job, and reduce the potential of strain/sprain injuries from manually handling materials.

When operating a pallet jack (even for a short time span) be sure to wear the correct safety equipment including safety shoes/boots, gloves, and protective eyewear (when transporting dangerous chemicals).

Pallet jacks may not be seen as a hazard but are capable to cause injuries to employees and bystanders in addition to the damage to products and facilities if not operated correctly. Although there is no license or test required to operate these types of machinery, it is still essential for you to know how to operate the pallet jack safely. Be aware of precautions you need to take to prevent injuries and property damage in the workplace. Departments who use pallet jacks should restrict the use of pallet jacks to employees who have been trained and have reviewed this Safety Sheet.

Before Use

- Prior to use, ensure the pallet jack is in good working condition
- Familiarize yourself with the controls
- Conduct an inspection to ensure that all controls are responsive
- Verify no leaks are present
- Check the wheels to verify they are free from damage which could destabilize the load during travel
- Check to see that all warning stickers are legible
- Review the route that you will be traveling to ensure that it is free from obstructions
- Wear the appropriate PPE



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During Use

- Be wary of pinch points. Never place hands or feet under the pallet jack.
- Never exceed the posted capacity.
- Move the load slowly to ensure the safety of you and those around you.
- Whenever possible, push the load – not pull. This puts less strain on your body.
- When going down an incline, go in reverse with the load on the upside of the incline.



Store properly

After Use

- Store in a designated location that is not blocking aisles, exits, or fire extinguishers.
- Store with forks in the lowered position.
- To prevent trips over the forks, store the jack with forks away from any walkways or put cones on forks for increased visibility.
- Report injuries, property damage, or defective pallet jacks to your supervisor.

