Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Using a Vehicle Jack  |
| **Vehicle Jack**  | **Potential Hazards:** Moving parts and hazardous manual handling with the potential to cause harm through exposure to moderate force and crushing actions. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Identify appropriate load bearing point.
* Ensure jack is in good working order without visible dents or alternations to structure.
* Ensure appropriate lever is being used and is locked in place.
* Put wheel chocks under wheels of the vehicle.
* Ensure handbrake is turned on.

2. Operation/Task:* Keep hands and body clear of vehicle and jack mechanism when lifting.
* Put axle stands in place after car has been jacked up.
* Do not put any part of the body under the car until the above has been completed.

3. POST-Operation/Task:* Ensure the area is clear of other people.
* Take out wheel chocks and axle stands.
* Slowly lower jack and remove from under car.
* Return jack, wheel chocks and axle stands to storage area.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |