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 protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **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. | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |