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| ***Portable_Plant_SOP***  **TROLLEY JACK**  🗹 | | |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** | | |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | | **🗆** |
|  | Are you wearing approved safety glasses?  . | **🗆** |
| Foot Protection circle | Are you wearing protective safety work boots?  . | **🗆** |
| Hearing Protection circle | Do you, and others around you, have appropriate hearing protection? *(Class 5 – SLC80 >26 dB)* | **🗆** |
| Hand Protection circle | Are you wearing heavy duty work gloves to absorb vibration? | **🗆** |
| mand154_safety_overalls_must_ | Are you wearing sturdy work wear clothing or overalls? | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery? | **🗆** |
| **Have you read the important information section on the reverse?** | | **🗆** |
| **PRE-OPERATIONAL SAFETY CHECKS** | |  |
| 1. Is the work area for the trolley jack well-ventilated and not interfering with other students/activities? | | **🗆** |
| 1. Have you visually checked the condition of the trolley jack for damage? | | **🗆** |
| 1. Is the jack labelled with a sticker indicating that it meets Australian standards – AS/NSZ 2615? | | **🗆** |
| 1. Are you familiar with the safe operation of this pneumatic trolley jack? i.e. are you confident you can safely raise and lower the jack? | | **🗆** |
| 1. Is the floor surface hard and level, allowing the trolley jack to roll freely and unobstructed during use? | | **🗆** |
| 1. Do you know the safe working limit of the trolley jack? i.e. you must NEVER exceed the specified lifting capacity for this jack | | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Trolley Jack

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| ***Portable_Plant_SOP***  **TROLLEY JACK**  **Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Ensure raised vehicles are supported with vehicle support stands. 2. No person should get bodily under a vehicle supported by a hydraulic trolley jack. 3. Read the vehicle manufacturer’s *‘owner’s manual’* before lifting the vehicle. 4. The wheels of the vehicle remaining on the ground, should be chocked before the lifting operation proceeds. 5. No person should be in the vehicle during the lifting process. 6. The load should be centrally located on the head cap for the lift process. 7. The trolley jack should be used to raise and lower only. 8. Ensure that lubrication or other maintenance of the trolley jack is carried out according to the manufacturer’s instructions. |
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| **DO NOT exceed the safe ‘working load’ of this trolley jack** |
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| **HOUSEKEEPING** |
| 1. Leave the work area in a safe, clean and tidy state – remove any waste. 2. Ensure trolley wheels and jack handle are well maintained. |
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| **POTENTIAL HAZARDS** |
| ◼ Hydraulic fluid under pressure ◼ Slips, trips and falls  ◼ Manual handling – equipment and materials ◼ Heavy loads |
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| **FORBIDDEN** |
| * No person should be in the vehicle during the lifting process. * No person should get under a vehicle supported by a trolley jack. |

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_