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| ***Portable_Plant_SOP***  **TROLLEY JACK** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Approved safety glasses must be worn at all times in work areas. | Description: Hand Protection circleWear heavy duty work gloves to absorb vibration. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | Description: mand154_safety_overalls_must_Wear sturdy, long ‘work wear’ clothing or overalls |
| Rings and jewellery *must not* be worn when using this portable power tool. | Appropriate hearing protection must be worn at all times. *(Class 5 – SLC80 >26 dB)* |

### **DO NOT use faulty equipment – report this immediately to your teacher**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure your work area is well ventilated and not interfering with other students/activities.**
2. **Visually check the condition of the trolley jack for damage.**
3. **Check that the jack is labelled with a sticker indicating that it meets Australian standards – AS/NZS 2615.**
4. **Familiarise yourself with the safe operation of this pneumatic trolley jack i.e. ensure you can safely raise and lower the jack.**
5. **Ensure the floor surface you are rolling the jack on is hard, level and unobstructed.**
6. **Familiarise yourself with the safe working limit of the trolley jack.**

#### OPERATIONAL SAFETY CHECKS

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** |

#### HOUSEKEEPING

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Ensure trolley wheels and jack handle are well maintained.**

## POTENTIAL HAZARDS

* + **Hydraulic fluid under pressure ◼ Slips, trips and falls**
  + **Manual handling – equipment and materials ◼ Heavy loads**

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