

STANDARD OPERATING PROCEDURES

Hydraulic Jack

DO NOT use this machine unless you have received authorization from the Shop Coordinator








Safety-toed work boots must be worn.








Eye protection must be worn.








Potential Hazards and Injuries

-  Muscle Strain
-  Skeletal injuries due to improper lifting or body position
-  Slips, trips, and falls
-  Crushing injuries
-  Falling equipment



Pre-Operational Safety Checks

-  Inspect the jack for hydraulic fluid leakage before every use.
-  Check the seals.
-  Each jack shall be thoroughly inspected at times which depend upon the service conditions. Inspections must be not less frequent than the following:
 - for constant or intermittent use at one locality, once every 6 months;
 - for jacks sent out of shop for special work, when sent out and when returned;
 - for a jack subjected to abnormal load or shock, immediately before and immediately thereafter
-  Report any leaks or faulty equipment, and immediately tag and remove the jack from service.
-  Make sure the jack is on firm and level ground.

Safe Practices During Operation

-  Always maintain a clear view of sight of the load, jack, and surroundings.
-  The operator must watch the stop indicator, which must be kept clean in order to determine the limit of travel. The indicated limit must not be overrun.
-  Keep hands and feet away from rollers and other pinch points.
-  Pay attention and take your time.
-  To avoid slippage of the metal cap of the jack, place a wooden block between the jack head and the contact surface of the load.
-  After the load has been raised, it must be cribbed, blocked, or otherwise secured at once.
-  Beware of the load shifting.

DON'T

-  Never attempt to lift a load that exceeds the limits of the jack.
-  Never lift at any angle besides vertical, with the jack perpendicular, at a right angle to the ground and to the load.

SOP must be used in conjunction with an effective training program