

Picture Process Maps

**Manual / Electric Pallet Jack Operation
Training PPM (AZ/MD)**

Pallet Jack-Body Mechanics

Manual/Electric
Pallet Jacks

PALLET JACK USE:

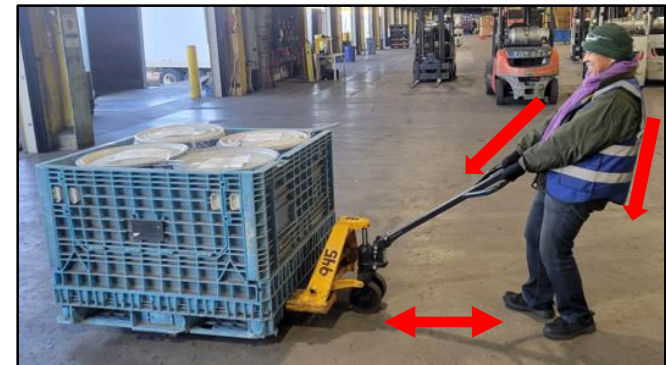
- Use Personal Protective Equipment (PPE).
- Use good body mechanics! Body mechanics are the same when operating either a Manual or Electric Pallet Jack.

BODY MECHANICS FOR: PULLING A PALLET JACK

1. Straight Back
2. Straight Elbows
3. Angle your body away from the object
4. Knees bent with feet flat on the floor
5. Always ensure that you have plenty of space between your feet and the wheels of the Pallet Jack

Required Tools and Materials

None



BODY MECHANICS FOR: PUSHING A PALLET JACK

When pushing a Pallet Jack, you might find it easier to push with the handle up (top picture) or with the handle out (bottom picture). Likewise, if you push up an incline, you'll likely find it easier to push with the handle up (top picture).

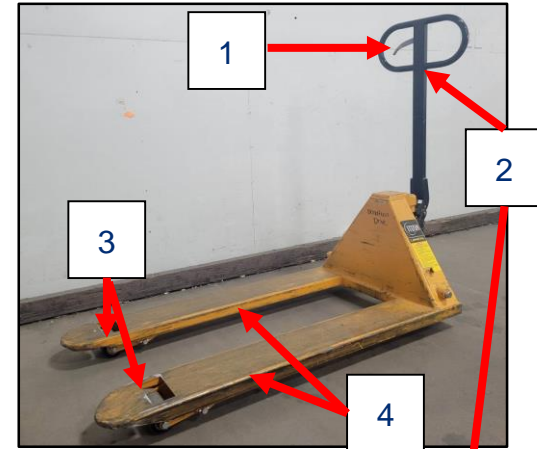
1. Straight Back
2. Straight Elbows
3. Angle your body away from the object
4. Knees bent with feet flat on the floor
5. Always ensure that you have plenty of space between your feet and the wheels of the Pallet Jack



Manual Pallet Jack - Components

Manual/Electric
Pallet Jacks

1. Control Lever: The Control Lever controls the “lift” of the forks.
 - Pull up to lower the forks to the ground.
 - Leave Neutral when not raising or lowering the forks.
 - Push down to “pump” the Steering Handle and raise the forks.
2. Steer Handle: Used to steer/turn the Pallet Jack and control the Steer Wheels.
3. Load Wheels: These wheels do not turn.
4. Forks: The forks are inserted into the pallet to lift and move it.

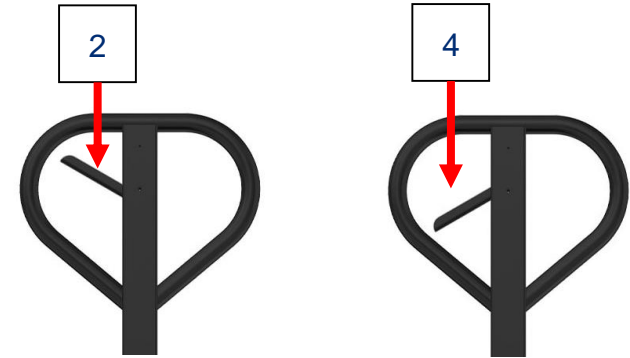


Manual Pallet Jack - Operation

Manual/Electric
Pallet Jacks

OPERATION

1. Grasp the Steer Handle with both hands.
2. Pull the Control Lever up to lower the forks.
3. Roll the forks into the 45° side of the pallet you want to move.
4. When the Pallet Jack is in place to lift the pallet, push the Control Lever down
5. Begin pumping the Steer Handle up and down to raise the pallet.
6. When the pallet is at the needed height, move the Pallet Jack using care to use good body mechanics. (Pages 2 and 3)
7. When the pallet is in the location where you'd like to leave it, squeeze the Control Lever up to lower the forks to the ground.



Manual Pallet Jack - Operation

Manual/Electric
Pallet Jacks

1. Wide Turns: Because the Steer Wheels are directly under the handle, you must make wide turns whenever you turn the Pallet Jack.
2. No Brakes/Incline Stops: The Manual Pallet Jack has no braking system. For any FAST stops or a stop while on an incline, fully turn the handle to the left or right to stop and hold the Pallet Jack in place.
3. Truck Lift: It is recommended to turn the Steer Wheels when on a truck lift to avoid the Manual Pallet Jack from rolling off the edge.

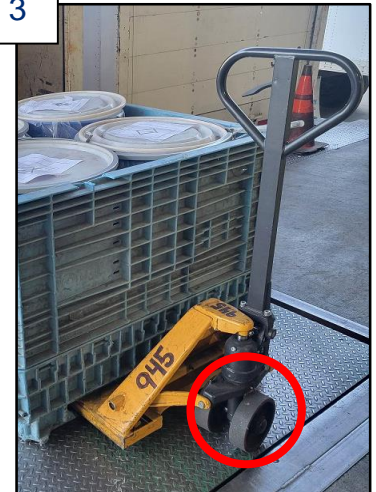
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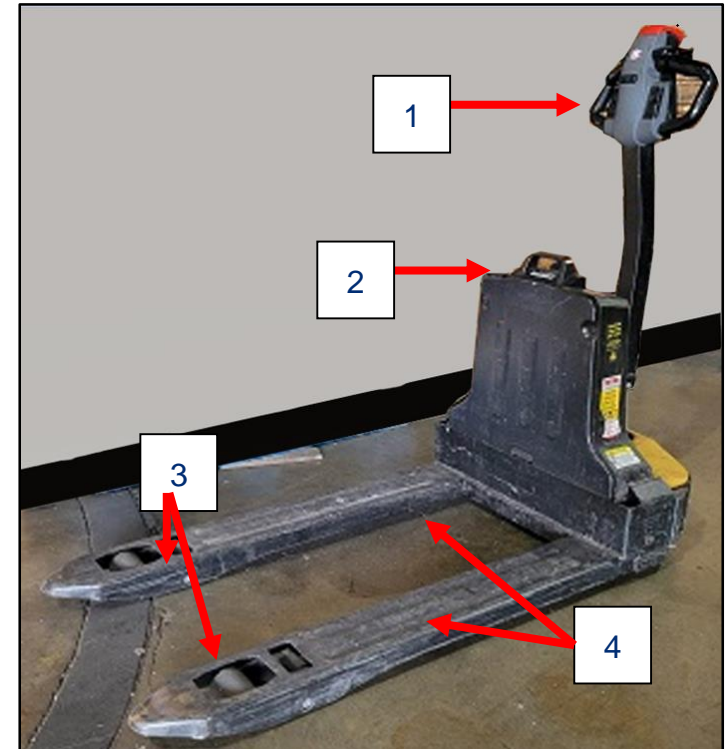
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Electric Pallet Jack - Components

Manual/Electric
Pallet Jacks

1. Steer Handle and Control Panel: The Steer Handle controls the Electric Pallet Jack and houses the Control Panel and throttles. (see next page for more information on the Control Panel and throttles.)
2. Power switch and Electrical Cord: Used to steer/turn the Pallet Jack and control the Steer Wheels.
3. Load Wheels: These wheels do not turn.
4. Forks: The forks are inserted into the 45" side of the pallet to lift and move the pallet.
5. Key or Keypad: On the back side of the Handle/Control Panel, you'll either find a keypad for a code or an area for a key.



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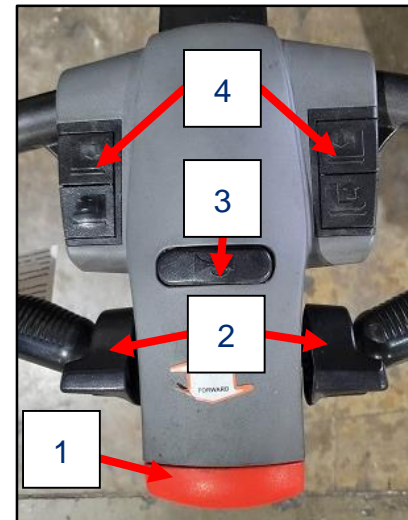
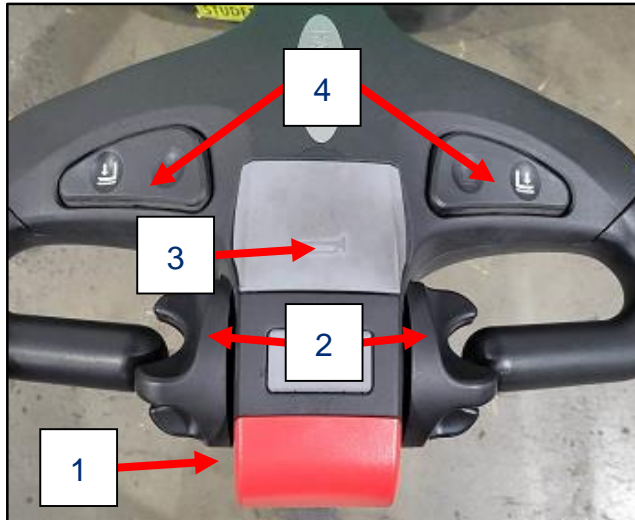


Electric Pallet Jack - Components

Manual/Electric
Pallet Jacks

Here is a comparison of two different control panels.

1. Emergency stop: Used for stopping quickly.
2. Throttles, using your thumb/s:
 - Push forward to move forward
 - Center is neutral
 - Pull back to reverse
3. Horn
4. Fork lift up/down

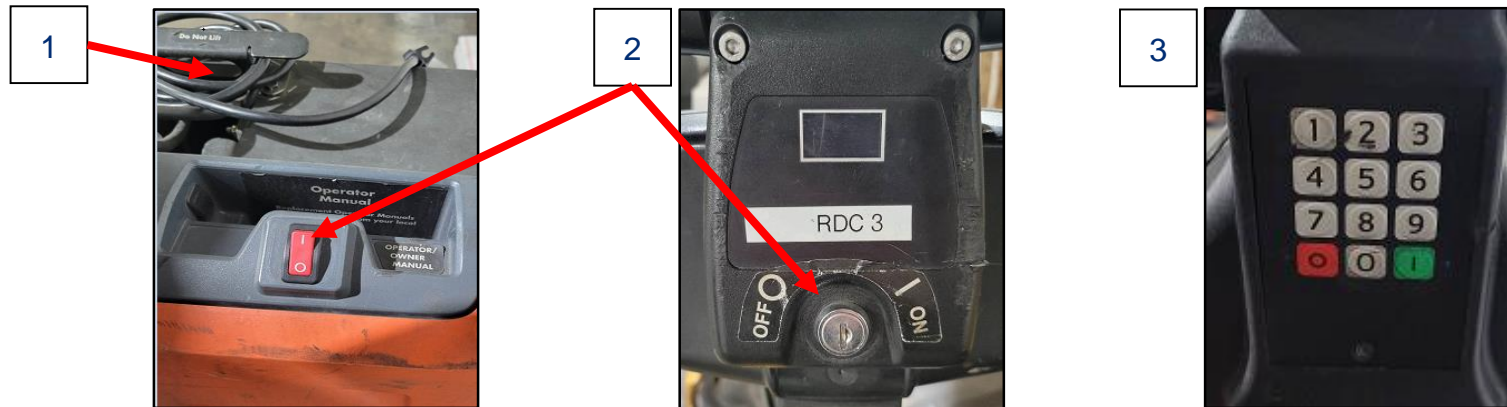


Electric Pallet Jack - Operation

We have a variety of Electric Pallet Jacks which operate similarly, but the controls may be laid out differently. We will compare two common layouts of control panels.

Important: Use caution when transitioning from a Manual Pallet Jack to an Electric Pallet Jack, as the power differential may be more than you anticipate.

1. Unplug the Electric Pallet Jack, wrap the cord up, and safely store it before operating.
2. Turn on the power to the Electric Pallet Jack. (Location and operation vary)
3. Enter the code or use a key to start the Electric Pallet Jack.

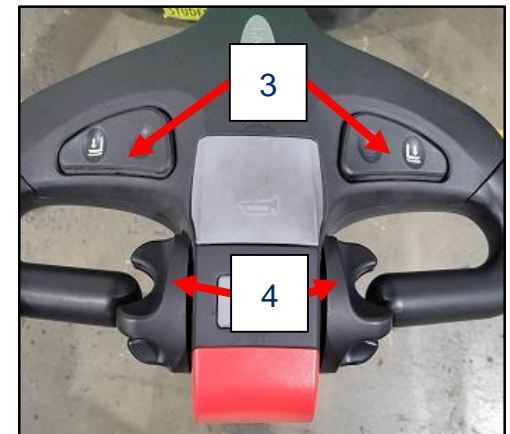
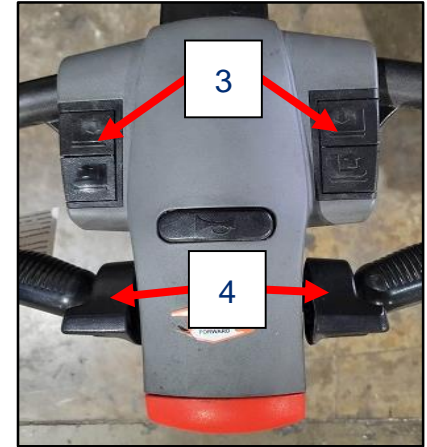


Electric Pallet Jack - Operation

Manual/Electric
Pallet Jacks

OPERATION

1. Hold the Steer Handle with both hands and ensure the forks are up.
2. Always sound the horn before moving the Electric Pallet Jack
3. Throttle forward/backward to move the Electric Pallet Jack. **USE CAUTION**, as the Electric Pallet Jack is more powerful than you think.
4. Insert the forks into the 45" side of the pallet, and when ready, raise the forks to lift the pallet off the ground.
5. Using good body mechanics (Pages 2 & 3), move the pallet to the new location.
6. When the pallet is in the desired location, lower it to the ground.
7. Lower the forks to move the Electric Pallet Jack out from the pallet using the throttle.



NOTE: Because the steering wheels are directly under the handle, you must make wide turns whenever you turn the Electric Pallet Jack.