SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Electric Pallet Jack Operation Checklist

Regulation: 29 CFR 1910.178(l)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Examine before use: brakes, tiller, belly switch, horn, forks	
☐	Walk beside the tiller, never in front of the jack	
☐	Feet outside the frame; riders keep every limb inside it	
☐	Forks trailing when the load blocks your view	
☐	Horn and slow at every cross aisle, door, and blind corner	
☐	Trailer: chocks or lock verified, green light, lip seated	
☐	Cross the leveler square and slow, forks low, no turning	
☐	Park it: forks down, controls neutral, brake set, key out	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Only trained, evaluated, and certified operators run electric pallet jacks, which are powered industrial trucks **29 CFR 1910.178(l)(1)**	
☐	Jacks are examined before being placed in service, at least daily or after each shift where jacks run around the clock **29 CFR 1910.178(q)(7)**	
☐	A jack that is not in safe operating condition is removed from service and is repaired only by authorized personnel **29 CFR 1910.178(p)(1)**	
☐	Operators slow down and sound the horn at cross aisles and wherever vision is obstructed **29 CFR 1910.178(n)(4)**	
☐	A safe distance is maintained from open dock and platform edges, jacks are not used to open or close freight doors, and unattended jacks are left with forks down, controls neutralized, and the brake set **29 CFR 1910.178(m)**	
☐	Dock levelers and dockboards are secured and verified before a jack is driven over them, and rated capacity is not exceeded **29 CFR 1910.178(n)(11)**	

☐	Aisles, dock approaches, and doorways are kept clear with sufficient safe clearance for the jack and its load **29 CFR 1910.176(a)**	
☐	Operators walk beside the tiller and never in front of a moving jack, and riders stay entirely within the frame outline	

WARNINGS

Never walk in front of a moving jack: it crushes heels and ankles

Never ride on a walkie or on the forks of any jack

Never enter a trailer that is not chocked or locked

This is a powered industrial truck: certification is required

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE