

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Jacks**

KEY TEACHING POINTS

- Jacks are used to raise items on blocks.
- They are also used to maintain the height (position) of a dropped trailer when loading and storing.
- Wear safety shoes and gloves when using jacks.
- Use only industrial grade jacks.
- Know the weight being lifted. Ensure the jack, the base (area of the floor or ground the jack will rest on) and shims or extenders can support the load.
- Stand clear to prevent being hit or caught if load shifts.
- Ensure the surface the jack base sits on is flat and level. Use blocks to level the area if necessary.
- Place a hardwood shim between the jack and the load to minimize slipping when jacking metal objects.
- Use jacks for vertical lifts only. If angle lifts must be carried out, special blocking and stabilization of the item being lifted is essential.
- Raise alternately in small steps when using two jacks to lift one item. This ensures an even distribution of the load.
- Ensure no one stands in the jack handle kick area.
- Insert blocks under the load as the item is raised. Heavy wooden blocks are ideal.
- Do not use ratchet jacks that have broken or damaged teeth.
- Do not use hydraulic jacks which are leaking fluid.
- Do not use a screw jack without anchoring the base to prevent rotation.
- Do not operate a jack handle with oily or wet hands.
- Do not place jacks on a surface which is oily, wet or covered with any waste materials.
- Do not leave handles in the jack sockets when they are not being used.
- Do not place hands or feet under a load being lifted.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Wear safety shoes and gloves when using jacks.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use any grade jack.	<input type="checkbox"/>	<input type="checkbox"/>
3. Leave jack handles in place after lift so they don't get lost.	<input type="checkbox"/>	<input type="checkbox"/>
4. Do not place hands or feet under a load being lifted.	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure no one stands in the jack handle kick area.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. False 3. False 4. True 5. True