

1. Employees will be properly and thoroughly trained before attempting to do any work with or on any jack.
2. All jacks must be inspected for any faulty or missing parts, hydraulic oil leaks, etc., before being put into use.
  - a. Any jack that does not pass an inspection will not be used until repaired or will be discarded from use.
3. When jacks are used on ground surfaces, wood blocking no less than two times the size of the jack base will be used.
4. Wood blocking or metal plating will not be used to extend the height of the jack.
5. Jacks will be operated vertically with the jack under the center of the load.
  - a. Never exceed the load capacity of the jack.
6. Wood blocking with a minimum of 2 inches larger than the head of the jack must be used when there is metal to metal contact between the jack head and the load.
7. Jack handles will be operated only when the wing is unobstructed and with the employee standing to one side.
8. "Cheater" extensions are not permitted.
9. After loads are raised to the desired height, jack stands or wood blocking will support the load.
10. Do not drop or throw jacks. Damage may occur.
11. When operating jacks on floors, do not exceed the load capacity of the floor when performing the lift.