



## SAFETY ALERT

*A Conference employee was injured while manually lifting a pallet (from a stack of four pallets) with a co-worker and placing it on the floor.*

To minimize your risk of injury:

- Let equipment do the hard lifting! Use a forklift to lift pallets from stacks and place them on the floor.
  - Avoid manually lifting pallets. You may think that "it's easier and quicker", but it only takes one time to incur a serious injury.
  - If you have a "high lift" pallet jack, use that (some go as high as 30 inches).
- Regardless of the equipment you use, you must be trained and certified.
- Check the pallet jack and/or forklift before each shift.
  - Solid rubber wheels on a pallet jack can wear over time, resulting in unstable loads and poor handling, which could cause strains.
  - Make sure all safety devices - horns, breaks, lights, etc., are operational on forklifts and pallet jacks. Report issues immediately.
- Stay at least 12 inches from dock edge and make sure trucks/trailer wheels are chocked (or dock-lock engaged) before entering with a pallet jack or forklift.
- Slow down, sound horn at cross aisles, doorways, and other locations where vision may be obstructed, and give the right of way to pedestrians.
- Raise/lower loads slowly and smoothly.
- Don't use damaged pallets; set them aside to be repaired or discarded, but don't block doorways or exits.
- Never store pallets on their sides where they could fall.



***Please share this with employees; this alert and all safety talks and alerts are found at [www.susumc.org/workplace-safety/](http://www.susumc.org/workplace-safety/)***