

JOB PROCEDURES

JACKS AND STANDS (PAGE 1 OF 2)

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED/REVISED DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
<ul style="list-style-type: none"> Jacks and Stands 	<ul style="list-style-type: none"> CSA-approved safety shoes Lock-Out/Tag-Out equipment

JOB STEPS

BEFORE USING JACKS & STANDS

1. Wear CSA-approved safety shoes to protect your feet from falling objects.
2. Inspect the jacks and stands daily. Never use equipment that is malfunctioning or has broken or damaged parts.
3. Ensure the jacks and stands are placed on a level, flat and firm surface (e.g. concrete or cement floor as opposed to soft ground) to prevent the vehicle from shifting and falling.
4. Ensure that you are using the right jack and stand for the job. Know the lift capacity of your equipment and do not lift more than this. Check with manufacturer's recommendations.
5. If any of your lifting equipment is faulty, do not use. Immediately apply lock out and tag out procedures to ensure that other technicians do not use the equipment until it has been properly fixed or replaced.
6. Know the correct lifting points when using your jack. Check manufacturer recommendations or the vehicle service manual if necessary.
7. Ensure that your jacks and stands are examined by a qualified professional at least once per year to assess whether the equipment is still able to handle the load recommended by the manufacturer.
8. Do not alter the jack in any way.
9. Keep the area free of obstructions, grease, oil, trash and other debris.
10. Air may become trapped in the hydraulic system during transit. To purge air:
 - a. Open the release valve by turning the handle counterclockwise
 - b. Pump the handle rapidly 4 full strokes. This will expel air that may have entered hydraulic fluid passages during transit.
 - c. Close the release valve by rotating the handle clockwise and pump the handle.
11. If the lift arm is raised, the jack is ready for use. If not, repeat this procedure.

WHEN USING JACKS & STANDS

1. The jack should be placed at right angles to the vehicle so that the vehicle does not slip off the jack. Centre the load on the saddle prior to lifting. Off-center loads may cause damage to the jack, loss of the load, property damage, or personal injuries/fatalities.
2. Do not crawl under a vehicle supported only by a jack.

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3. Once the vehicle is raised with the jack, use jack stands as secondary supports. These could prove lifesaving if the vehicle were to accidentally shift off of the jack. After the jack stands are in place, the vehicle can then be slowly lowered so that the stands support most of the vehicle's weight. Leave the jack in place along with the stands to provide added support.
4. It is a best practice to engage the hand break to prevent the vehicle from moving accidentally. Wheel chocks could be used as an alternate.
5. If you need to raise the height of a jack stand, use the correct support pins to properly hold the stand in place.
6. When working in tightly confined spaces, be careful that you are not at risk of being pinned between the jack handle and the wall should the jack shift accidentally.
7. Never raise the vehicle with anyone inside it, or with anyone standing or working in the lift area without first clearing it with your supervisor (and even them only under special circumstances such as diagnosing noises due to vibration).
8. Use an impact wrench when working on an elevated vehicle.
9. Do not use a cheater or break bar when working on an elevated vehicle; the sudden pushing or pulling force could cause the vehicle to shift and fall.

PRIOR TO LOWERING THE VEHICLE

1. Before lowering the lift, be sure tools trays, stands, etc. are removed from under the vehicle. Release locking devices before attempting to lower the lift.

IF MAINTENANCE IS REQUIRED

1. When adding or replacing hydraulic fluid, always use fluid recommended by manufacturer.
2. DO NOT use brake fluid, alcohol, glycerin, detergent, motor oil, or dirty motor oil. Use of an improper fluid can cause serious internal damage to a jack.

TO ADD HYDRAULIC FLUID

1. With the saddle fully lowered and the jack on level ground, remove the filler plug.
2. Hydraulic fluid should be filled to the level of the hydraulic fluid filler plug hole.
3. If low, add hydraulic fluid as needed.
4. All moving joints require lubrication often. To lubricate:
 - a. Remove handle and grease the lower end of handle where it rotates in the handle socket.
 - b. Using a grease gun, grease the lift arm pivot shaft grease fitting until grease appears at the end of the shaft.
 - c. Oil all lift arm linkages, front wheels and rear casters.