

STANDARD OPERATING PROCEDURE

SOP 16.01

FLOOR JACK SAFETY

CURRICULUM AND INSTRUCTION, FACILITIES

I. INTRODUCTION

The Paterson School District shall adopt 29 CFR 1910.241 as it pertains to the floor jacks used in the Vocational Education Curriculum. Furthermore compliance under the Authority: Sections 4, 6, and 8 of the Occupational Safety and Health Act of 1970 (29 U.S.C. 653, 655, 657); Secretary of Labor's Order No. 12-71 (36 FR 8754), 8-76 (41 FR 25059), 9-83 (48 FR 35736), 1-90 (55 FR 9033), or 5-2007 (72 FR 31159), as applicable; 29 CFR part 1911, shall be adopted.

II. DEFINITIONS, 1910.241 (D) (1-2)

A. Jack: A jack is an appliance for lifting and lowering or moving horizontally a load by application of a pushing force.

Jacks may be of the following types:

1. Lever
2. Ratchet
3. Screw
4. Hydraulic.

B. Rating. The rating of a jack is the maximum working load for which it is designed to lift safely that load throughout its specified amount of travel.

NOTE: To raise the rated load of a jack, the point of application of the load, the applied force, and the length of lever arm should be those designated by the manufacturer for the particular jack considered.

III. INTERPREATION

This SOP for Floor Jack Safety shall include the hydraulic jack, mechanical ratchet jack and the mechanical screw jack. Procedures for labeling, peruse check, lifting load and inspection and maintenance of the equipment shall be followed.

IV. PROCEDURE 1910.241(d)(2), 244(a)(1-2)

A. Labeling- all jacks shall be labeled with the rate load. If this information is compromised a replacement label shall be placed on the equipment immediately. The rating load shall be legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means.

B. Before Use –

1. The operator shall make sure that the jack used has a rating sufficient to lift and sustain the load.
2. Visually inspect jacks and keep them in good working order.
3. Make sure the jack is safe to lift the load

You must

- a. Visually examine the general condition of the jack before each use.

If a jack is to be used more than once on a class period, the visual examination is only required before the jack is used for the first time on that day.

- b. Make sure the weight to be lifted or supported is within the rated load of the jack.

- c. Make sure the base of the jack is on a firm foundation or blocked before lifting the load.

- d. Make sure hydraulic jacks exposed to freezing temperatures function properly at the temperature they will be used.

C. OPERATION AND LIFTING-

1. In the absence of a firm foundation, the base of the jack shall be blocked. If there is a possibility of slippage of the cap, a block shall be placed in between the cap and the load.
2. The operator shall watch the stop indicator, which shall be kept clean, in order to determine the limit of travel. The indicated limit shall not be overrun.
3. After the load has been raised, it shall be cribbed, blocked, or otherwise secured at once.
4. Hydraulic jacks exposed to freezing temperatures shall be supplied with an adequate antifreeze liquid.
5. Lift the load safely
 - a. Place a block between the load cap and the load if the load could slip off the jack.
 - b. Secure the load from falling or slipping immediately after it's raised by one or more of the following:
 - Cribbing
 - Blocking
 - Some other equally effective method.
 - c. Make sure you don't exceed the limit of travel of the jack.
 - d. The limit of travel can be determined by one or more of the following:
 - A positive stop
 - A stop indicator
 - Some other equally effective method.

D. MAINTENANCE AND INSPECTION-

1. All jacks shall be properly lubricated at regular intervals.
2. Each jack shall be thoroughly inspected at times which depend upon the service conditions. Inspections shall be not less frequent than the following:
3. For constant or intermittent use at one locality, once every 6 months,

4. Inspect jacks at appropriate intervals:

Make sure frequent inspections are done by the operator or other **designated person** as follows:

- a. Before a jack is first placed in service.
- b. Monthly for a jack used in **normal service**.
- c. Daily or before each use for a jack used for other than normal service.
- d. Before using a jack that has been altered, modified, or repaired.
- e. Before using a jack that hasn't been used in one year or more.
- f. Make sure a periodic inspection of the jack is done once a year.
- g. Inspect the jack using, Jack Inspection Requirements, during any frequent or periodic inspection.

5. For jacks sent out of shop for special work, when sent out and when returned,

6. For a jack subjected to abnormal load or shock, immediately before and immediately thereafter.

7. Repair or replacement parts shall be examined for possible defects.

8. Make sure a jack that is out of order is:

- Tagged
- Not used until repaired.

9. Make sure a jack is properly lubricated at regular intervals.

The jack should be lubricated following the manufacturer's instructions.

10. An inspection Log shall be maintained for each jack, using form, JACK INSPECTION