

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Facilities Management Hydraulic Car Jacks Safe Work Instructions		
Service: Trade Services	Shop: Mechanical - Welding	
Hazards Identified: Item on jack falling, hydraulic fluid,		
Personal Protective Equipment Required: Safety boots, safety glasses or goggles,		
Training Required: Before using this type of equipment employees must receive training from a competent person in its proper use and maintenance.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not use this type of equipment unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times.
3. Always follow the information provided by the manufacturer about the proper use and maintenance of this equipment.
4. Do not use the equipment for anything other than its intended purpose.
5. Check the equipment before use to ensure that it is not damaged or defective.
6. Tag damaged or defective tools and remove them from service immediately so they can be serviced or replaced.

7. Ensure that you are familiar with the MSDS for hydraulic fluid.
8. Ensure that an eyewash station is available and working.
9. Do not use the jack on uneven surfaces; try to find a level surface.
10. Work on solid surfaces such as concrete or asphalt whenever possible.
11. If jacking a vehicle, chock the vehicle while it is raised.
12. Always follow the manufacturer's instructions for jacking vehicles.
13. Do not overload jacks.
14. Do not work under or around any item on a jack until proper support is in place.
15. Do not exceed the recommended lifting capacity of the jack.
16. Do not stand where you could be pinned by the jack handle if the jacked item moves.
17. Do not jack an item any higher than necessary to perform the intended work.