

Safe Work Procedure: Pallet Handling

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	Nov.15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures - bending, twisting	High
Forceful exertions - lifting heavy pallets	High
Repetitive movements - stacking, carrying	Low
Sharp points/edges - rough or splintered wood	Medium
Pinch points - jamming fingers	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Gloves to protect against cuts, slivers, pinches • Safety footwear 	<ul style="list-style-type: none"> • Safe lifting orientation • Scheduled safety talks

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

- Always store pallet at locations where students do not have access to.
- Pallets must be stacked flat. Do not store pallets by leaning them against walls or poles.
- Pallets that will be manually removed from a pile must be stacked no more than eight pallets high.
- Any stack over eight pallets high requires a lift to remove a pallet.
- Pallets to be removed from a pile that is eight pallets high or fewer must be removed in the following manner:
 1. Slowly push the pallet away from you or pull it toward you over the pallet beneath it.
 2. Continue sliding the pallet while tilting the side that is furthest off the pallet toward the ground.
 3. Keep your hands and feet away from pinch points, and when bending over, maintain a wide stance, bend your knees and hips and keep your back straight.



4. Once the pallet touches the ground, tilt up the other side, move behind it and slide it to where it is required.
 5. Lower the side of the pallet toward you until it is on the ground. Use proper lifting procedures.
- No pallet should be lifted off the ground by one person. If a pallet has to be lifted manually, a minimum of two people are required.
 - To lift a pallet with two people, one person stands on one side of the pallet, while the other person stands on the opposite side. Bend your knees and hips to reach the pallet. Each person should grasp a pallet cross brace with both hands. On a designated count by one person, both people lift the pallet by pushing through their legs, while keeping their backs as straight as possible and shoulders back.
 - Do not twist your body when carrying a pallet. Take small steps to turn.