Vehicle Jacking Equipment

Annual Refresher Training Document

Introduction

Welcome to your **Vehicle Jacking Equipment Annual Refresher Training**. This document is designed to provide you with essential guidelines and safety procedures for the proper use of vehicle jacking equipment, which is critical for lifting vehicles safely and efficiently during maintenance, repairs, and inspections.

Before continuing with this document, it is **mandatory** that you watch the **supplied training video**, which demonstrates the correct usage, safety checks, and best practices when operating vehicle jacking equipment. The information presented in the video is crucial for your understanding of the procedures and must be reviewed before proceeding with this training.

Training Objectives

Upon completion of this refresher training, you will be able to:

1. Understand the types of vehicle jacking equipment and their proper use.
2. Safely operate jacks, including floor jacks and bottle jacks, when lifting vehicles.
3. Perform necessary safety checks before and during the use of jacking equipment.
4. Identify hazards associated with improper jacking techniques and how to avoid them.
5. Understand the correct lifting and lowering procedures for vehicles.
6. Complete the required documentation regarding inspections and use of jacking equipment.

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1. Overview of Vehicle Jacking Equipment

Vehicle jacking equipment is used to lift a vehicle off the ground to allow for maintenance tasks such as tyre changes, brake repairs, and other undercarriage work. The **supplied training video** outlines the different types of jacking equipment commonly used:

Types of Vehicle Jacking Equipment

1. **Hydraulic Floor Jack**: A low-profile jack with a long handle, commonly used in professional workshops to lift cars and light trucks.
2. **Hydraulic Bottle Jack**: A compact, vertical jack that provides higher lifting capacity but is generally used for vehicles with higher lifting points.
3. **Scissor Jack**: A mechanical jack commonly found in passenger vehicles, often used for roadside emergencies.
4. **Trolley Jack**: A specialized floor jack that allows for easier movement around the vehicle, used primarily in workshop settings.

Each type of jack is designed for specific applications, and proper selection depends on the vehicle's weight, height, and lifting points.

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2. Safe Operating Procedures for Vehicle Jacking

As demonstrated in the **supplied training video**, it is crucial to follow proper operating procedures to ensure safe vehicle lifting. Below are the essential steps for safe operation:

A. Pre-Use Inspection

Before using any jacking equipment, ensure it is in good working condition by conducting the following checks:

1. **Check for visible damage**: Inspect the jack for any cracks, rust, or other signs of damage that could affect its performance.
2. **Check hydraulic fluid levels**: For hydraulic jacks, ensure the hydraulic fluid is at the correct level to guarantee smooth operation.
3. **Test the jack's functionality**: Operate the jack before use to ensure it raises and lowers the vehicle smoothly and without hesitation.
4. **Inspect the lifting mechanism**: Check that the lifting arm or pad is securely attached to the jack and shows no signs of wear or damage.

B. Setting Up the Jack

1. **Position the Jack Correctly**:
    - Place the jack under the correct lifting point of the vehicle. Refer to the vehicle's manual or the supplied video for the proper lifting points (usually near the vehicle's frame or designated jacking locations).
    - For a **floor jack**, ensure the jack's saddle is aligned with the lifting point.
    - For a **bottle jack**, position the jack in a vertical position, ensuring it is stable and aligned with the lifting point.
2. **Ensure Stability**: Ensure the vehicle is on a level surface and that the jack is stable before use. The area should be free from debris or obstructions.
3. **Chock the Wheels**: Place wheel chocks on the opposite end of the vehicle (front or rear) to prevent it from rolling during the lifting process.

C. Lifting the Vehicle

1. **Start Lifting Slowly**: Operate the jack to raise the vehicle slowly and steadily. Keep a close watch to ensure the vehicle remains stable during the lift.
2. **Check for Alignment**: As the vehicle is lifted, continuously monitor the jack's alignment with the lifting point to ensure it remains centered. Do not lift the vehicle too quickly, as this could cause instability.
3. **Monitor the Lift**: Always stay at the vehicle's side and closely observe the lifting process. Do not leave the vehicle unattended while it is being raised.

D. Positioning Safety Stands

1. **Lower the Vehicle onto the Safety Stands**: Once the vehicle is at the desired height, carefully lower it onto appropriately rated safety stands or supports. Never rely solely on the jack to support the vehicle during maintenance.
2. **Ensure Stability**: Before beginning any work on the vehicle, confirm that the safety stands are securely positioned under the vehicle's lifting points, and the vehicle is stable.

E. Lowering the Vehicle

1. **Remove Safety Stands**: Ensure that all work on the vehicle has been completed before lowering. Remove the safety stands once you are ready to lower the vehicle.
2. **Lower the Vehicle Slowly**: Use the jack to slowly lower the vehicle back to the ground. Always maintain control during the lowering process to prevent sudden drops or shifts in the vehicle's position.

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3. Safety Considerations

As emphasized in the **supplied video**, safety is the top priority when using vehicle jacking equipment. Key safety considerations include:

A. Avoiding Common Hazards

- **Incorrect Jack Placement**: Always ensure the jack is positioned under the correct lifting point. Incorrect placement can cause the vehicle to slip or fall.
- **Lifting with the Vehicle Running**: Never operate the jack when the vehicle is running, as this can lead to accidents or shifting of the vehicle.
- **Unstable Surface**: Always use the jack on a firm, level surface. Avoid using jacks on gravel, soft ground, or uneven surfaces.

B. Personal Protective Equipment (PPE)

- **Wear PPE**: Always wear appropriate PPE, including gloves to protect your hands from sharp edges and safety footwear to prevent foot injuries.
- **Eye Protection**: Wear safety glasses or face shields when performing jacking operations to protect against flying debris or accidental jack failures.

C. Working with Multiple People

- If lifting a particularly heavy vehicle or if you're uncertain about the stability of the jack, always enlist the help of a second person to assist in the operation.

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4. Inspection and Maintenance of Vehicle Jacking Equipment

Proper maintenance of jacking equipment is crucial to ensure safety and extend the life of the equipment. Regular inspection and maintenance, as demonstrated in the **supplied training video**, should be conducted:

A. Regular Inspections

- **Check Hydraulic Fluid**: For hydraulic jacks, check the fluid level regularly. Low fluid can affect the performance of the jack.
- **Inspect Seals and Hoses**: Check the seals and hydraulic hoses for wear, cracks, or leaks.
- **Test Lift Mechanism**: Test the lifting mechanism to ensure the jack raises and lowers smoothly without any hesitation or issues.

B. Proper Storage

- Store jacking equipment in a dry, clean area away from extreme temperatures. Avoid storing it in areas where it may be exposed to excessive moisture or contaminants that could affect its functionality.

C. Scheduled Maintenance

- **Lubricate Moving Parts**: Ensure that all moving parts, such as lifting arms and handles, are regularly lubricated to ensure smooth operation.
- **Annual Inspection by Qualified Technicians**: Have your jacking equipment inspected and serviced annually by a qualified technician to ensure it remains in good working order.

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5. Documentation and Reporting

Documenting the use and maintenance of vehicle jacking equipment ensures compliance and promotes safety. Refer to the **training video** for guidance on how to properly complete inspection logs and incident reports.

A. Inspection Logs

- Record daily checks of the jacking equipment, including hydraulic fluid levels, structural integrity, and operational status.

B. Incident Reports

- If any issues arise during the use of jacking equipment (such as malfunctions, accidents, or near misses), complete an incident report immediately. Document the details of the issue and report it to your supervisor.

Conclusion

Thank you for completing your **Vehicle Jacking Equipment Annual Refresher Training**. By following the procedures outlined in this training document and the supplied video, you can ensure the safe and efficient use of vehicle jacking equipment.

Always perform routine checks, use proper lifting techniques, and prioritize safety for yourself and those around you. If you have any questions or need further clarification, please contact your supervisor or the Training Coordinator.

Employee Name: _____Date: _____

Supervisor Signature: _____