

## Air Jack Operation

<b>TASK</b>		Air Jack Operations		
<b>DUTY</b>		Lifting Heavy Equipment with Air Jack		
<b>JOB/OCCUPATION NAME</b>		Mechanic	Task Analysis No:	
<b>DEPARTMENT</b>		Maintenance	Site	
<b>PERFORMANCE REFERENCES:</b>		<b>DEVELOPMENTAL REFERENCES:</b>		
<ul style="list-style-type: none"> <li>Be familiar with developmental references</li> </ul>		<ul style="list-style-type: none"> <li>Equipment manufacturer's manual</li> </ul>		
No.	Step (What)	Explanation (How)	C	NC
1	<b>Wear PPE</b>	<ul style="list-style-type: none"> <li>Gloves must be worn any time that there is a potential of injury to hands.</li> <li>Standard PPE will be worn, including hard hat, safety glasses equipped with side shields, and safety boots.</li> </ul>		
2	<b>Inspect the air jack</b>	<ul style="list-style-type: none"> <li>Visually examine the entire unit to identify hazards such as defects, damage or excessive wear.</li> <li>Check the handle for cracks.</li> <li>Make sure that the handle locks work properly.</li> <li>Inspect the grab/positioning handles for defects.</li> <li>Inspect the unit base for cracking due to repeated use and wear.</li> <li>Inspect the wheels to ensure that the cotter pins are in place.</li> <li>Inspect the grip pad to ensure that it has not cracked from repeated use and wear. Make sure that the grip pad does not have any burrs.</li> <li>Make sure that the air jack is equipped with a standoff hose and valve.</li> </ul>		

**KEY:** C = Competent NC = Not Competent

No.	Step (What)	Explanation (How)	C	NC
3	<b>Move air jack to lift location</b>	<ul style="list-style-type: none"> <li>Carefully tip the jack toward you until the unit is on its wheels.</li> <li>Maintain a good grip.</li> <li>Use proper body mechanics.</li> <li>Pull the air jack to the task location.</li> </ul>		
4	<b>Position the air jack upright near the lift point</b>	<ul style="list-style-type: none"> <li>Carefully stand the air jack upright.</li> <li>Maintain a good grip.</li> <li>Pay close attention to use proper hand placement to avoid pinch points.</li> <li>Remain cautious while placing the jack in upright position. The weight will break over and the jack can move faster than intended.</li> <li>Use proper body mechanics.</li> </ul>		
5	<b>Position the air jack squarely under the lift point</b>	<ul style="list-style-type: none"> <li>Use the grab/position handles to adjust the jack.</li> <li>Use proper body mechanics.</li> <li>Ensure that the jack is squarely centered on the lift point to avoid slippage.</li> </ul>		
6	<b>Connect the air supply hose coupler to the standoff air hose coupler</b>	<ul style="list-style-type: none"> <li>Watch for pinch points.</li> <li>Route air supply hose to the jack where it will not present a tripping hazard.</li> <li>Ensure that the female coupler is in the locked position, once connected.</li> <li>Watch footing.</li> </ul>		
7	<b>Pick up the operational end of the standoff hose and step back away from the jack and equipment</b>	<ul style="list-style-type: none"> <li>Watch footing to avoid tripping on hose.</li> <li>Step back, clear of the jack and equipment.</li> </ul>		
8	<b>Supply air to the jack</b>	<ul style="list-style-type: none"> <li>Remain clear of the air jack and equipment while lifting and lowering.</li> <li>Open the valve on the standoff hose to supply air to the jack.</li> <li>Watch for pinch points.</li> </ul>		

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Date Training Completed: \_\_\_\_\_

Trainee (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Trainer (print): \_\_\_\_\_ Signature: \_\_\_\_\_