# Air Jack Operation

<table>
<thead>
<tr>
<th>TASK</th>
<th>Air Jack Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY</td>
<td>Lifting Heavy Equipment with Air Jack</td>
</tr>
<tr>
<td>JOB/OCCUPATION NAME</td>
<td>Mechanic</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

**PERFORMANCE REFERENCES:**
- Be familiar with developmental references

**DEVELOPMENTAL REFERENCES:**
- Equipment manufacturer’s manual

<table>
<thead>
<tr>
<th>No.</th>
<th>Step (What)</th>
<th>Explanation (How)</th>
</tr>
</thead>
</table>
| 1   | Wear PPE   | • Gloves must be worn any time that there is a potential of injury to hands.  
     |              | • Standard PPE will be worn, including hard hat, safety glasses equipped with side shields, and safety boots. |
| 2   | Inspect the air jack | • Visually examine the entire unit to identify hazards such as defects, damage or excessive wear.  
     |              | • Check the handle for cracks.  
     |              | • Make sure that the handle locks work properly.  
     |              | • Inspect the grab/positioning handles for defects.  
     |              | • Inspect the unit base for cracking due to repeated use and wear.  
     |              | • Inspect the wheels to ensure that the cotter pins are in place.  
     |              | • 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.  
     |              | • Make sure that the air jack is equipped with a standoff hose and valve. |

**KEY:**  
- C = Competent  
- NC = Not Competent
<table>
<thead>
<tr>
<th>No.</th>
<th>Step (What)</th>
<th>Explanation (How)</th>
<th>C</th>
<th>NC</th>
</tr>
</thead>
</table>
| 3   | Move air jack to lift location                                           | • Carefully tip the jack toward you until the unit is on its wheels.  
• Maintain a good grip.  
• Use proper body mechanics.  
• Pull the air jack to the task location. |    |    |
| 4   | Position the air jack upright near the lift point                        | • Carefully stand the air jack upright.  
• Maintain a good grip.  
• Pay close attention to use proper hand placement to avoid pinch points.  
• Remain cautious while placing the jack in upright position. The weight will break over and the jack can move faster than intended.  
• Use proper body mechanics. |    |    |
| 5   | Position the air jack squarely under the lift point                      | • Use the grab/position handles to adjust the jack.  
• Use proper body mechanics.  
• Ensure that the jack is squarely centered on the lift point to avoid slippage. |    |    |
| 6   | Connect the air supply hose coupler to the standoff air hose coupler     | • Watch for pinch points.  
• Route air supply hose to the jack where it will not present a tripping hazard.  
• Ensure that the female coupler is in the locked position, once connected.  
• Watch footing. |    |    |
| 7   | Pick up the operational end of the standoff hose and step back away from the jack and equipment | • Watch footing to avoid tripping on hose.  
• Step back, clear of the jack and equipment. |    |    |
| 8   | Supply air to the jack                                                  | • Remain clear of the air jack and equipment while lifting and lowering.  
• Open the valve on the standoff hose to supply air to the jack.  
• Watch for pinch points. |    |    |

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

Date Training Completed: __________________________
Trainee (print): ________________________________ Signature: ________________________________
Trainer (print): ________________________________ Signature: ________________________________