



Ratchet Jack

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE using the Ratchet Jack

1. The force generated by this equipment can easily crush fingers, hands or feet. Always take great care.
2. This ratchet jack is designed to lift one side or one corner of heavy vehicles or plant.
3. The action of this equipment can cause injury or damage if not used in a careful and controlled way.
4. If you have not used a ratchet jack before, familiarise yourself with how the equipment works before you lift any heavy loads.
5. Plan your work and think ahead to make sure you will always be working safely.
6. You should wear the following items of personal protective equipment: safety boots (EN345 or BS1870 / 4972); gloves.
7. This equipment must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using them.



Please store this leaflet safely. It may be required for further information



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WORK AREA

1. Make sure that your work area is clear and safe and that no-one is near to you or could distract you.
2. Protect other people from danger. Warn others to keep away, put up barriers or warning signs.
3. You must have a firm level base like concrete or slabs; do not work on asphalt, soft ground or a wooden floor.

OPERATORS

1. You will need to wear the following items of personal protective equipment (ppe) as a minimum whenever you use this jack. Particular jobs or environments may require a higher level of protection.
2. You must wear safety boots (EN345 or BS1870 / 4972) when working with this equipment.
3. Wear strong gloves to protect your hands.
4. Anybody who is working near to you will also need to wear appropriate personal protective equipment.
5. Make sure your hair or clothing cannot get caught in any part of the equipment.

RATCHET JACK

1. Check your equipment and any attachments. If anything is found damaged, do not use it - contact the hire company.
2. Use this jack only as specified by the manufacturers or the hire company.
3. Do not exceed the safe working load

Before Starting Work...



(SWL) marked on the jack.

4. The jack must only be used in an upright position.
5. The central lifting shaft has a series of teeth down one side of its entire length. These teeth are engaged by the teeth on the jacking socket, and by the ratchet device.
6. The ratchet actuating lever can be toggled to put the jack in the lifting or lowering mode. If the jack is in use, the load must eased from the ratchet before it can be toggled. This load is eased by taking the strain, on the extension bar.
7. In the lifting mode the jack will lift one tooth on the central shaft, on the downward stroke of the extension bar fitted into the jacking socket. The ratchet action will hold it in the new position.
8. In the lowering mode the jack will lower one tooth on the central shaft, on the upward stroke of the extension bar fitted into the jacking socket. The ratchet action will hold it in the new position.
9. To lift with the jack, ensure the ratchet is set to lift. Operate the extension bar in a full stroke up and

down movement. The jack will lift one tooth on each downward stroke.

10. Lowering is the opposite to lifting: toggle the ratchet to lower and the jack will lower by one tooth on each upward stroke of the extension bar.
11. Make sure that you understand how the equipment works before you start to use it.

USING THE EQUIPMENT

1. Always wear your safety equipment.
2. Keep other people clear.
3. This jack is for lifting heavy plant or vehicles; you must use axle stands or similar proper supports under the correct locations to support the load before you begin any work on it.
4. Do not put your hand or anything between the jack and where it will contact the plant or vehicle.
5. Raise and lower the jack carefully and slowly. Rapid operation could cause the plant to slip.
6. Do not exceed the safe working load marked on your jack.
7. Do not attempt to reposition the jack or supports while they are under load.
8. Position the jack under the correct loading point of the plant, or vehicle,

to be lifted. If there is no loading point, make sure that you position the jack under a suitable support point capable of taking the load.

9. Never leave anything jacked up for long periods without other support. Place an axle stand or other correct support in a safe position under a load bearing part of the plant, or vehicle.
10. When using axle stands or similar adjustable supports, always ensure they are adjusted correctly. They must be standing on hard, flat, firm ground with the cradle located under good support points.
11. Never work on anything you have lifted until you have adequately supported it with axle stands or other correct supports.
12. Do not use bricks or blocks as supports under heavy weights; they will crumble without warning.
13. If lifting a wheeled vehicle, always chock the wheels remaining on the ground.
14. Never leave anything needlessly jacked up, always lower to the ground as soon as work is finished.
15. Remove any tools or other items from under the plant before lowering it.
16. Stop work if someone approaches you.
17. If your equipment does not work properly do not attempt to repair it. Contact the hire company.

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