

STANDARD OPERATING PROCEDURE

Jacking Passenger Light and Medium Vehicles

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JACKING PASSENGER LIGHT AND MEDIUM VEHICLES



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The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a Company standard to safely and effectively carry out work as it applies to jacking (raising and lowering) of passenger, light and medium vehicles.

2.0 SCOPE AND APPLICATION

- This document applies to all Company Heavy Construction and Mining operations. Ensure all site-specific requirements are met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Vehicles falling off jacks and stands.
 - Use jacks rated for the weight of the vehicle and install under manufacturer designated lifting points.
 - Never support a load or an axle end with a jack by itself. Use stands with sufficient safe working load or cribbing to support the equipment. Jack stands with load holding rings or u-rings may be used to temporarily support the load providing personnel are not under the equipment.
 - Ensure vehicles, jacks and stands are on firm, level ground.
 - To prevent load from slipping, metal to metal contact between jack head and load is NOT permitted. Ensure a barrier (i.e. piece of rubber, softener, etc.) is placed between the jack head and the contact surface of the load.
- Uncontrolled movement of equipment.
 - Isolate all forms of hazardous energy, use wheel chocks on the opposite side of the equipment being jacked.
- Tool failure causing personal injury and damage.
 - Inspect all tools prior to use. Ensure they have been calibrated as required. Any signs of damage or hydraulic fluid leakage will eliminate the jack from use until repairs can be made and the mechanical integrity can be verified.
 - Stands must be engineered and inspected on an annual basis.
 - Use tools as per manufacturer's instructions.

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- Uncontrolled work area
 - Keep work area clear of unnecessary tools, equipment, and personnel, erect barriers as required.

4.0 CHECKLIST

- ☐ Attend all preparatory meetings (i.e. daily PSI; job scope; review of JSA's and SOP's for the job)
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third-party processors.

5.3 HSE

Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

- 1) Complete a hazard assessment for task. Follow up with supervision if unsure of task or if hazards cannot be controlled.
- 2) Complete a pre-use inspection of tooling and equipment. Do not use any defective tooling or equipment. Notify supervision and tagout of service.

6.1 Raising

- 1) Park vehicle on level, solid ground.
- 2) Control all forms of hazardous energy (lockout) and chock wheels.
- 3) Select appropriate jack for the size and weight of the vehicle.
- 4) Position the jack underneath the axle or approved lifting point of the vehicle. Verify lifting points in the OEM manual.
- 5) Jack the vehicle only as high as necessary to install jack stand/blocking.
- 6) Install the appropriate jack stand or blocking under the axle or appropriate lifting point.
- 7) Lower the jack enough to rest the weight of the vehicle on the jack stand or blocking.

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- 8) Remove the wheel assembly in need of repair and reinstall the replacement tire. Follow applicable SOPs (i.e. 960C-SOP-807 Mount Dismount Passenger Light Truck Tire; 960C-SOP-827 Flat Tire Change in Remote Locations).

6.2 Lowering

- 1) Perform a walk around prior to lowering the vehicle removing any tools or obstructions.
- 2) Raise the vehicle with the jack enough to clear the stands or blocks.
- 3) Remove the stands or blocks.
- 4) Slowly lower the jack, until the vehicle is resting on the ground, and remove the jack to a safe location.
- 5) Remove wheel chocks to a safe location.
- 6) Remove lock outs and return vehicle to service.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Jack manufacturer's operation manual
- Equipment manufacturer's manual for appropriate lifting / jacking points
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 12, Section 193, Tire Servicing
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 14, Sections 208 & 209, Lifting and Handling Loads
- Tire Industry Association Earth Mover Tire Service Training Program
- 960C-SOP-801 Jacking Large OTR and Haulage Vehicles
- 960C-SOP-504 Hand Tools; Use of
- 960C-SOP-824 Torqueing of Tire-Wheel Assemblies
- 950C-C-028 Hazardous Energy Isolation Code

9.0 APPENDICES

- No appendices.