

Safe Working Practices:

SWP- 02 Jacking and Blocking

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

The selection of the jacking and blocking points will vary depending upon the model of truck to be lifted and the task to be carried out. Many types of repair work (for example gear box removal) may require a different method of jacking and blocking to routine maintenance work however the same principles should apply.

The variety and configuration possibilities of trucks are numerous and it is not practical to give examples for all types.

If, after applying all elements of this SWP, you are not satisfied you can jack and block the truck safely do not proceed. Contact your team leader for assistance.

Before any jacking starts make sure the jack and blocks available are suitable for the truck to be lifted and check them for good condition. Always refer to the trucks service/repair manual for guidance on lifting/jacking.

In addition to service/repair manual guidelines, the following must always be applied:

General

- 1.0 Select a safe working area (refer to SWP-01 Work Area). Select the jacking points carefully, avoid sloping skirts, choose the point where the jack will be required to lift the lightest load e.g. one corner at a time.
- 1.1 Always apply the parking brake. Disconnect the battery on electric trucks or switch off the engine. When working on machines fitted with System of Active Stability (**SAS**), consult the machine model service manual before commencing jacking, as additional actions are required.
- 1.2 If jacking the braked wheel, chock the other wheels to prevent movement.
- 1.3 Make sure that your hands and jacking lever bar are clean and free from grease or any other slippery agent.
- 1.4 Use the correct jacking lever bar supplied, too short and it may require too great an effort, with slipping or strains as the possible consequence. Too long and there is a possibility of overloading, causing failure or even collapsing of the jack.
- 1.5 Always make sure that the surface upon which the jack purchases is clean and not slippery e.g. free from grease. Take additional care in cold store environments.
- 1.6 **Block the machine.** As the jacking process continues, keep the block(s) as close as possible to the equipment being raised to lessen the fall if any slip should occur. Do not work on any jacked-up equipment until it is securely blocked. Be mindful that when exerting force, such as hammering a bearing, the equipment may move; position the truck so that this does not happen.
- 1.7 Never block the jack to achieve greater lift height.

Safe Working Practices:

SWP- 02 Jacking and Blocking

- 1.8 Do not block under wheels unless a purpose made block is used i.e. the block has provision to prevent the wheel from rolling off.
- 1.9 **Never** work under or put any part of the body under a jacked up machine without suitable blocking in place.

The following gives additional advice for our most commonly used trucks. It is not practical to list every truck model in this SWP.

Blocks

- 2.0 The block sets consist of 6 blocks and 4 chocks. These can be used in different configurations to suit the blocking task in hand.



Jacks

- 3.0 Scissor/hydraulic, toe and bottle jacks are available.
- Scissor/hydraulic and bottle jacks must be used on Counter Balance machines.
 - Toe Jacks must be used on warehouse equipment such as Reach Trucks and Powered Pallet trucks.



Reach Trucks – examples of jacking and blocking

Date of Issue: March 2026	Page 2 of 5	Revision 6
---------------------------	-------------	------------

Safe Working Practices:

SWP- 02 Jacking and Blocking

- 4.0 When jacking at the rear (drive wheel end), position the reach carriage and battery fully out wherever possible. Make sure the battery is secured and cannot move sideways. Ensure any roller beds are locked in place.
- 4.1 Do not jack directly from the bolted-on rear plate, lift from the chassis. Position the blocks directly under the chassis, avoiding any skids/support lugs.



Counterbalance Trucks – examples of jacking and blocking

- 5.0 Do not jack on the counterweight as the mounting bolts and hooks could have been damaged.
- 5.1 Position the jack and then the blocks, on a suitable flat area on the underside of the chassis.
- 5.2 The method of using blocks under the mast outer channels and using the trucks forward tilt function to lift the front wheels must be avoided. This can stress fixings not designed for this purpose and could potentially cause failure.
- 5.3 6-8 tonne trucks may require additional blocks and 4 to 8 tonne trucks will require a 12 or 20 tonne bottle jack

Front Axle



Safe Working Practices:

SWP- 02 Jacking and Blocking

Rear Axle



Powered Pallet Trucks– examples of jacking and blocking

6.0 There is the option, if there is a fork lift truck available, to work on this type of equipment on raised forks, this is covered in SWP-18 Working on a PPT/OSE raised on the forks of a FLT.

6.1 When jacking, lift the forks to their maximum lift height.

Raising the power unit



Raising the fork unit



Safe Working Practices:

SWP- 02 Jacking and Blocking

Children and Young Persons

- 7.0 See Safety & Environmental Manual procedure “Employment of Young Persons” for precise definitions on children and young persons.
- 7.1 “Children” must never be responsible for the jacking up of machinery or working beneath elevated equipment. They may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 7.2 “Young Persons” may be allowed to jack up trucks and equipment and work beneath, providing they do so in accordance with the above and are under the constant supervision of a competent person.