**SAFETY BULLETIN**

TO: All FOUR WHEEL PARTS EMPLOYEES

RE: PROPER LIFTING PROCEDURES (Revised 12/10/2013)

This memo is intended for all Store Support; Store and Service personnel of Four Wheel Parts Performance Centers. It is our duty to strive to maintain the highest level of ethical and moral standards and unmatched safety standards. The success or failure of the job you perform directly affects the safety and livelihood of employees, customers and customer property. The future of this company depends on your implementation and adherence to the following company policy.

The law of gravity is based on the assumption that objects that go up eventually have to come down. Sometimes before we’d like them to. Unfortunately, though, it happens. Not because of some fluke but generally because of misuse, carelessness and general not following proper procedures. The key to safe vehicle lifting is proper training. Without proper training it is anybody’s guess as to the types of accidents that can happen. Lifts should be operated by trained personnel utilizing the following procedures:

1. **Lift capacity**, never overload your lift. The manufactures rated load capacity is displayed on the information tag attached to the lift. The lift should be fully lowered before driving the vehicle into the bay. Make sure the lift arms, adapters, and supports are positioned out of the way of the truck tires before entering bay.

2. **Spotting the Vehicle**: Never allow a customer or unauthorized person drive vehicle

 into service bay. Make sure vehicle is driven in straight and centered between posts.

 Before you set rack arms you must know how to find the center of gravity.

 Each truck you lift will have a different center of gravity due to:

1. Weight distribution
2. Wheel base
3. Location of drive train
4. And other factors such as cargo

 **BEFORE YOU LIFT THE VEHICLE, YOU MUST CHECK FOR THE**

 **MANUFACTURERS RECOMMENDED LIFTING POINTS. REFER TO**

 **WALL CHARTS OR REFERENCE GUIDE IN YOUR SERVICE DEPT.**

 **IF YOU’RE STILL UNCERTAIN, CHECK WITH YOUR SERVICE MANAGER!**

 3.**Setting frame engaging pads**: All service departments have truck pads that meet 4 Wheel Parts standards and requirements. Many pads have a side or channel to grip and go around the frame rail. When racked properly the frame rail is centered in the truck pad and the frame rail has sides to prevent the truck from sliding off the pad once the vehicle is racked and in place. At the same time this you must always check to see that the arm locks are locked so when the vehicle is suspended the arms cannot or will not move, If this procedure is done we have done all we can to prevent a vehicle from falling from a rack. Some of the contact pads are adjustable to several positions. Many lifts are equipped with threaded contact pads that are adjustable to reach the vehicle. Before lifting the truck, double or triple check the vehicle manufactures recommended lifting points for optimum safety when trucks are in the air.

**You must always check the condition of trucks lifting points, are the lifting points:**

1. **DAMAGED?**
2. **RUSTED?**
3. **COVERED WITH OIL, DIRT, UNDERCOATING OR ANYTHING ELSE THAT MAY CAUSE SLIPPAGE?** If so don’t lift the vehicle until these problems have been corrected
4. **Extenders may be necessary depending on type of truck and frame.**
5. **THE BEST TOOL IN THE SHOP TO PREVENT ACCIDENTS IS YOUR BRAIN. Use it!**

4. **Shake test and raising**: Once the vehicle is spotted properly, raise the lift until the pads contact the vehicle. At this point you should walk around the truck and visually inspect every contact

 point to see that the supports are contacting the recommended lifting points securely.

 When all is clear to raise the vehicle the tech should sound off  **“ ALL CLEAR GOING UP”**

At this point the vehicle should be raised until all the wheels have just come off the ground. The technician should attempt to rock the vehicle up and down by pushing hard on the bumper. It is at this time that if the rack arms are going to slide or shift that they will do it while the vehicle is close to the ground rather than falling from a height. Once this test is performed, it is recommended to double check rack pad engagement before continuing. Again, be sure to sound off “ALL CLEAR GOING UP” so others are aware of your actions. Raise the vehicle to a level just above the desired height. Bleed the rack hydraulics off until the rack engages the locks. This takes the load off the hydraulic hoses and places the load on mechanical locks designed to hold the weight of the vehicle.

5**. SUPPORT THE WEIGHT:** You must now support the front and rear of the truck by placing pole jacks under the frame. (NOT BUMPERS, BODY, AXLES, FUEL TANKS, AND TIRES) FRAME ONLY. Both front and rear of the vehicle must be supported by pole jacks. Pole jacks should be placed at opposite corners of the frame. Example: One at left front and one at right rear. Remember to lower the rack to the locks and THEN place and raise your pole jacks, do not lower the truck onto the pole jacks!

6. **Shifting weight:** While working on trucks, removing major components form front-or rear of truck may cause a radical change in the weight distribution. Having pole jacks placed at each end of the vehicle could prevent an accident from the shift in weight.

7. **Lowering vehicles:** Anytime a vehicle is lowered be sure to sound off “**COMING DOWN, ALL CLEAR**”. This will notify others around you of your actions and they may also spot a hazard and be able to warn you of obstacles in the path of the vehicle. When you hear someone sound off, look at their activity and warn them if an accident could happen. Watching out for each other in the shop is critical.

8. **Overnighters:** Trucks that have not been completed and staying overnight must have pole jacks removed and truck lowered to the lowest locking position that rack will allow. Some stores are subject to seismic activity (earthquakes) and we don’t want vehicles falling from heights. The other reason we want to lower vehicle to the lowest level is in case equipment fails overnight, the vehicle doesn’t fall from a significant height causing more severe damage than a short distance slip or fall.

The above memo is a revised one from a few years back; we have had mishaps in service departments in the past and we must strive for zero issues and injuries. Should there be questions about racking vehicles for service, let your Service manager, Store manager, or Regional Service Manager know and we can get you the training you need for an incident and injury free workplace.

