



Operation & Maintenance Instructions

Instructions for Safe Use

Safelift Jacks & Rams

Certification Safelift jacks and rams are lifting appliances for which the following regulations apply -

The Lifting Operations and Lifting Equipment Regulations 1998 require the user to hold a current Report of Thorough Examination. This equipment requires thorough examination at least every 12 months. Rossendale Group issues a Report of Thorough Examination with every new Safelift jack and ram and offers a re-examination service on site or in our works for the subsequent periodic examinations.

The Supply of Machinery (Safety) Regulations 2008 requires the user to hold a Declaration of Conformity. Rossendale Group issues a Declaration of Conformity with every new Safelift jack and ram.

Training Operators of Safelift jacks and rams must be trained in the safe use of the equipment, as required by The Management of Health and Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998 and The Health and Safety at Work Act 1974. Rossendale Group provides training courses for jacks and rams and other lifting equipment.

Documents Instructions for Safe Use and Operating Instructions for Safelift equipment are available at www.rossendalegroup.co.uk. Declarations of Conformity and Reports of Thorough Examination, including any ongoing periodic reports issued by Rossendale Group, are available at our SiteCert web site www.sitecert.info/. Purchasers and users of Safelift equipment and Rossendale Group examination clients are issued with user name and password access to their certificates.

SWL The Safe Working Load of Safelift jacks and rams is marked on the equipment. In certain circumstances the SWL may be derated. The user must not exceed the marked SWL.

Selection Safelift jacks and rams are available in a range of capacities and lengths. Select the jack or ram to be used and plan the lift taking into account the load and the configuration of the lift. Consult the supplier if the jack or ram is to be used in areas of high risk, exposed to the elements, water, steam etc, with hazardous substances, e.g. acids or chemicals, or subjected to extremes of temperature.

Safe Use This document is issued in accordance with the requirements of Section 6 of the Health and Safety at Work etc Act 1974, amended March 1988. It outlines the care and safe use of jacks and rams and is based on Sections 18 of the LEEA Code of Practice for the Safe Use of Lifting Equipment. This information is of a general nature only covering the main points for the safe use of jacks and rams. It may be necessary to supplement this information for specific applications.

ALWAYS

- Store and handle jacks correctly.
- Inspect jacks before use and before placing into storage.
- Ensure the surface on which the jack is placed is level, even and capable of taking the imposed loads.
- Ensure the load is capable of withstanding the forces imposed by the jacking operation.
- Use packing capable of withstanding the imposed loads without crushing. Lift and lower in small stages using support packing to minimise load falls or the load coming onto a single jack.
- Ensure the jack is positioned so that the load is applied to the jack in the correct plane.

NEVER

- Obliquely load jacks.
- Raise the load higher than necessary.
- Over extend the jack.
- Leave a load supported solely on jacks.
- Reach under a load supported by jacks.
- Work or climb on a load supported by jacks.

SELECTING THE CORRECT JACK

Jacks may be hydraulic or mechanical in operation and are available in a range of capacities and designs. Select the jack to be used and plan the lift taking the following into account:

Type of jack - hydraulic, ratchet, screw, journal.

Capacity, closed height, lifting height, overall dimensions.

Accessories - toe or claw attachment - screwed ram and locking collar - calibrated gauges for load/pressure measurement.

Packing to be used during the jacking operation and/or to support the load when raised.

STORING AND HANDLING JACKS

- Never return damaged jacks to storage. They should be clean and, where necessary, protected from corrosion.
- Jacks should be stored upright with the ram, rack, screw or journal lowered so that it is protected from damage whilst in store.
- Operating levers, handles, tommy bars etc. should be removed, clearly identified and stored separately.
- Jacks should be handled with care.

USING JACKS SAFELY

- Most jacking operations require the use of multiple jacks. Care is needed as it is not possible to raise or lower jacks in perfect unison. This results in an uneven loading condition with the load being transferred from one jack to another. It can be more hazardous when lowering as the jack being lowered transfers its share to the other jacks. The capacity of the jacks should be adequate to account for this. Steps should be taken to ensure the load is kept level within the limits of operation.
 - The following should also be taken into account:
 - Do not use defective jacks or inadequate packing etc.
 - Ensure the floor is capable of withstanding the imposed loads. Where necessary use floor plates to spread the load over a wider area. Avoid hidden dangers such as buried cables, pipes and ducts which may affect the load bearing capability of the floor.
 - The surface on which the jacks is placed should be level and even allowing it to sit firmly without tilting or rocking. Use packers if necessary.
 - The head of the jack should be in full, firm contact with the jacking point of the load. Use packers if necessary to prevent the head of the jack from slipping. Do not obliquely load the jack.
 - Never raise a load higher than necessary. Special care is also necessary when lowering loads. Use a system of jacking and packing to ensure the load will not tilt or fall in the event of jack failure.
 - Never over extend a jack.
 - Never leave a load supported on jacks. Use packing, screwed collars, trestles etc which are capable of withstanding the imposed load without crushing.
 - Never reach under, work or climb on a load supported by jacks.
- Always keep hands and toes clear.

IN-SERVICE INSPECTION AND MAINTENANCE

- Jacks should be cleaned to remove any dirt or debris paying particular attention to racks, screws, the area around top ram seals etc. Hydraulic oil levels should be checked and the oil topped up or drained and replaced. Moving mechanical components should be lubricated etc. Care is necessary in the case of ratchet jacks as excessive grease can cause the holding pawl to stick or become retarded in operation allowing the rack to free fall thus dropping the load.
- Regularly inspect jacks and, in the event of the following defects, refer the jack to a Competent Person for thorough examination: jack fails to lift or lower; load slips or creeps down; damaged, cracked or distorted body; base cracked, distorted or does not sit solidly on the floor; operating lever/handle bent or cracked; toe or claw attachment cracked or distorted. In the case of hydraulic jacks: oil leaks; ram scored, nicked or distorted; release valve inoperative. In the case of mechanical jacks: rack teeth or screws chipped, worn or corroded; swivel head seized.