



<b>Hazards</b>	
<b>Tools/Equipment</b>	pallet jack, safety cones, barrier tape
<b>Employee Group(s)</b>	Facilities Management – Grounds & Transportation

**Required PPE:**



Safety Shoes



Ear Protection



Eye Protection



Gloves



Safety Vest

**SAFE WORK PRACTICES**

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.

**PROCEDURE**

1. Have exam storage trailer delivered to front pad at Saputo Centre (pylons placed at corners).
2. Completely barricade off forklift working area
3. Relocate exam table pallets to rear of trailer with pallet jack.
4. Remove exam table pallets from trailer to front pad of Saputo Centre with forklift.
5. Transport exam table pallets from pad to Saputo Centre main gym with second pallet jack.
6. Remove ratchet straps which secure tables to pallet.
7. Remove tables from pallets and return pallets to storage trailer using pallet jack and forklift.
8. Remove barricades and pylons and return trailer to storage area.
9. Return forklift to storage.

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*NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*