

Pallet Racking

Pushback Operating Instructions

DO NOT USE unless Trained and authorized



Training is required before racking is loaded or unloaded, using powered mobile equipment.



Damaged racking must be reported immediately to a supervisor or manager.



Do not overload racking. Weight restrictions must be observed.



Do not climb on racking.

Cart Loading Procedures

1. Pallets of goods should be shrink wrapped and product overhang should not be allowed. This can cause the carts to hang up and loose packaging can interfere with cart wheels.
2. Pallets must be free of broken boards or splits and should have no less than five bottom boards in good shape. If the pallet is defective in any way do not use it.
3. Lifting the pallet to 3-4 inches above the top cart while centered over the cart and tilting the forks slightly back to match the slope of the pushback cart. Lower the pallet slowly onto the cart leaving the pallet over hanging in the front of the cart by 1-2 inches. This will engage the serrated pallet teeth.

Note: The pallet should not sit behind the serrated teeth.

4. Remove the forks from the pallet slowly without tilting your forks forward. Tilting the forks forward can damage both the pallet in use and the pushback system itself.
5. Load the remaining pallets into the system by positioning the next pallet tilted back approximately 4" above the already loaded cart so that the operator pushes pallet to pallet. Push forward until the front of the pallet is even with the load beam which should place the front of the pallet 1-2 inches in front of the cart engaging the serrated teeth. Slowly lower the pallet into position and remove the forks without tilting forward.

If you encounter any resistance while loading **STOP** and find out what is causing the pallet to do this. Check that the pallet is centered on the cart and not touching the rack system. If you need to move the pallet, raise it up before side shifting the load. Do not side shift with pallet resting on the cart as this will damage the system.

Unloading Procedures

1. Raise your forks up to the level of the pallet to be unloaded and tilt your forks rearward to match the pushback slope. Slowly enter the pallet with your forks.
2. Lift the pallet approximately 4 inches above the cart and slowly back out of the system. By backing out slowly this will allow the next pallet to advance in a safe and controlled fashion.

If you exit quickly it is possible that pallets may travel at an excessive speed resulting in the potential of the remaining pallets hitting the rubber stoppers hard enough to dislodge the products. It is crucial that the controlled removal of the pallet be followed, or injury or death may occur.

Procedure if the Carts Jam in the System

Carts can jam due to the following:

- Pallet over hang
- Debris on the tracks
- Adjacent pallet misalignment
- Pallets touching the rack system due to bad loading procedures

UNDER NO CIRCUMSTANCE ARE YOU TO CLIMB INTO THE LANE THE PALLET IS STUCK IN. THE LOAD COULD RELEASE, AND YOU COULD BE SERIOUSLY INJURED OR KILLED IN THE PROCESS.

1. It is recommended that the lane beside the jammed cart be emptied first.
2. Position a forklift in front of the lane with the jammed pallet while attempting to release the jammed pallet from the adjacent emptied lane.
3. Using a man lift enter the open lane and carefully free the jammed cart or unload the products from the cart.
***Note:** You should be wearing fall restraint when leaving your man lift as per WorkSafe rules.*
4. Once the jammed cart is removed check to see the cause of the problem and ensure the rail the carts run in are free of debris.