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MAR 23 2023

March 20, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

This is a follow up to the December 21, 2022, notification wherein the Postal Service provided notification regarding testing the use of a manual stacker/un-stacker forklift in delivery units.

Revisions were made to the Standard Work Instructions (SWI) for clarity.

Enclosed is an updated copy of the SWI.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,



A handwritten signature in blue ink, appearing to read "J. Lloyd".

James Lloyd  
Director  
Labor Relations Policies and Programs


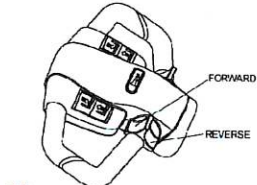
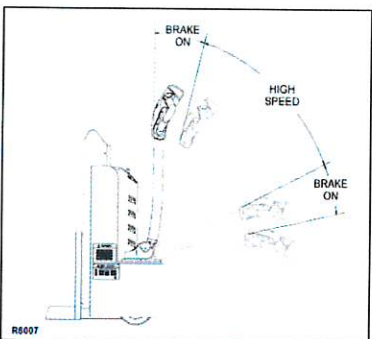
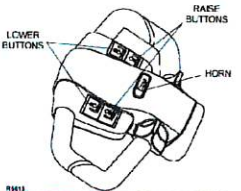

Enclosure

## Work Instruction: Operating A Big Joe S22 Pallet Stacker




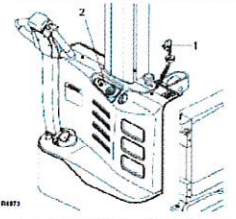


	Important Steps	Key Points	Reasons for Key Points
	1. Inspect Pallet Stacker	<ul style="list-style-type: none"> <li>• Ensure the equipment is used in accordance with the manufacturer's instructions to ensure your safety and the safety of the people around you</li> <li>• Use the Operator List to conduct pre-operation inspection</li> <li>• Report any defects immediately to the supervisor</li> <li>• Do not lift a defective pallet</li> <li>• Use the Pallet Stacker on flat ground</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting a pre-operation inspection prevents possible injury and danger from operating the Pallet Stacker</li> </ul>
	2. Power On the Pallet Stacker	<ul style="list-style-type: none"> <li>• Disengage the emergency stop switch and turn on the key switch</li> <li>• Grasp the grips of the steering control head so that the speed control can be comfortably operated by either thumb</li> <li>• Lower the steering arm to a comfortable position above horizontal</li> <li>• Position body where the reversing (belly button) switch would contact them</li> <li>• Keep feet away from the path of travel of the vehicle at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Lowering the steering arm will disengage the brake and energize the electrical circuits</li> <li>• Ensuring a comfortable position improves the ergonomics of operating the Pallet Stacker</li> </ul>

# Work Instruction: Operating A Big Joe S22 Pallet Stacker

  <p>R6817</p>	<p>3. Drive to the Pallets</p>	<ul style="list-style-type: none"> <li>• Rotate the control in the direction you want to travel</li> <li>• Slowly press the speed control forward or reverse</li> <li>• Move the Pallet Stacker into position so forks are within the pallet or skid, and the load is centered over the forks and as far back as possible</li> </ul>	<ul style="list-style-type: none"> <li>• The farther you rotate the control from the neutral position, the faster the Pallet Stacker will travel</li> <li>• Press the forward or reverse speed control farther to increase speed</li> <li>• Releasing the speed control and lowering or raising the steering arm will engage the brake</li> </ul>
 <p>R6807</p>	<p>4. Stop the Pallet Stacker</p>	<ul style="list-style-type: none"> <li>• 4 ways to stop the Pallet Stacker:             <ol style="list-style-type: none"> <li>1. Plugging: rotate the speed control lever in the opposite direction of travel and release it when the Pallet Stacker stops</li> <li>2. Steering arm: lower or raise the steering arm</li> <li>3. Emergency brake: press the emergency brake switch</li> <li>4. Regenerative brake: release the speed control lever</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Stopping distance of the Pallet Stacker depends on the ground conditions</li> </ul>
  <p>R6413</p>	<p>5. Pick Up the Pallets</p>	<ul style="list-style-type: none"> <li>• Raise the forks to lift the load</li> <li>• Lift/Lower Control buttons are located on the steering control head</li> <li>• To lift forks, push in either LIFT button and hold until forks reach desired height</li> </ul>	<ul style="list-style-type: none"> <li>• Lifting and lowering the forks to the correct height ensures that the pallet will be picked up undamaged</li> </ul>

## Work Instruction: Operating A Big Joe S22 Pallet Stacker

	<p>6. Drive Pallets to New Position</p>	<ul style="list-style-type: none"> <li>• Always keep the load level and as low as possible to traverse ground</li> <li>• Drive to the area where the pallets will be placed</li> <li>• Move the Pallet Stacker to align the load with its new position</li> <li>• Make sure container staging aligns with outbound trips and transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Stacking the containers relative to trips ensures smooth flow of mail</li> <li>• Driving the container to the correct position will ensure it goes on the correct trip</li> </ul>
	<p>7. Unload the Pallets</p>	<ul style="list-style-type: none"> <li>• Lower the load until it rests squarely in place and the forks are free</li> <li>• To lower forks, push in either LOWER button and hold until forks descend to desired height</li> <li>• Slowly move the Pallet Stacker out from under the load</li> </ul>	<ul style="list-style-type: none"> <li>• Safely lowering the load will ensure the container is not damaged</li> </ul>
	<p>8. Park the Pallet Stacker</p>	<ul style="list-style-type: none"> <li>• At the end of use, return the Pallet Stacker to its maintenance or storage area</li> <li>• Lower the forks as far as possible to the ground floor</li> <li>• Turn off the key switch</li> <li>• Engage the emergency stop switch</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and powering off the Pallet Stacker ensure it is safely stored</li> </ul>
	<p>9. Charge Batteries</p>	<ul style="list-style-type: none"> <li>• Park the pallet stacker at the charging station with the carriage lowered</li> <li>• Turn the key switch to the off position</li> <li>• Pull the charger cord out of the top cover and connect it to a 110VAC outlet</li> <li>• Red LED light means charging, Green LED means fully charged</li> <li>• After charging, disconnect the charger cord and insert it into the</li> </ul>	<ul style="list-style-type: none"> <li>• This will ensure a fully charged battery for the next use</li> </ul>

## Work Instruction: Operating A Big Joe S22 Pallet Stacker



receptacle on the  
cover

## Work Instruction: Operating A Big Joe S22 Pallet Stacker

**Table 2-1 Operator Checks**

ITEM	PROCEDURE	ITEM	PROCEDURE
Transmission and hydraulic systems.	Check for signs of fluid leakage.	Wheels	Check drive wheel for cracks or damage. Move truck to check load for freedom of rotation.
Forks	Check for cracks and damage.	Hydraulic controls	Check operation of lift and lower to their maximum positions.
Safety signs	Check that warning labels, nameplate, etc., are in good condition and legible.	Brake	Check that brake actuates when steering arm is raised to upright position, and when lowered to horizontal position.
Horn	Check that horn sounds when operated.	Deadman/ Parking brake	Check that steering arm raises to upright position when released and brake applies.
Steering	Check for binding or looseness in steering arm when steering.	Battery disconnect	Check that battery can be disconnected and reconnected. Check for connector damage.
Travel controls	Check that speed controls on control head operate in all speed ranges in forward and reverse and that belly button switch functions.	Battery charge	Check the battery indicator.

# Work Instruction: Operating A Big Joe S22 Pallet Stacker



## Electric Truck Daily Operator Check-Off List

Date \_\_\_\_\_ Operator \_\_\_\_\_

Truck No. \_\_\_\_\_ Model No. \_\_\_\_\_



Dept. \_\_\_\_\_ Shift \_\_\_\_\_

Hour Meter  
Reading — Drive \_\_\_\_\_ Hoist \_\_\_\_\_

Check	O.K. (✓)	Need Maintenance
Tires		
Load Wheels		
Horn		
Lift—Lower Control		
Attachment Operation		
Forward & Reverse Controls		
Steering		
Brakes		
Hydraulic Leaks, Cylinders, Valves, Hoses, Etc.		

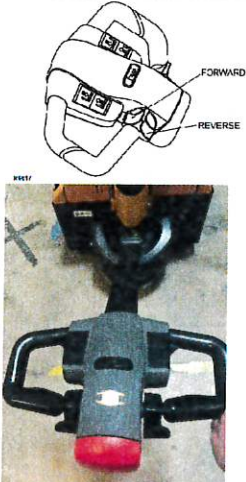
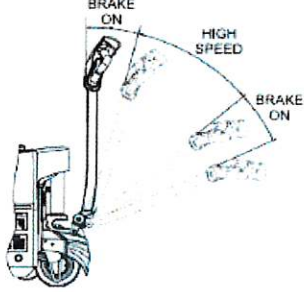
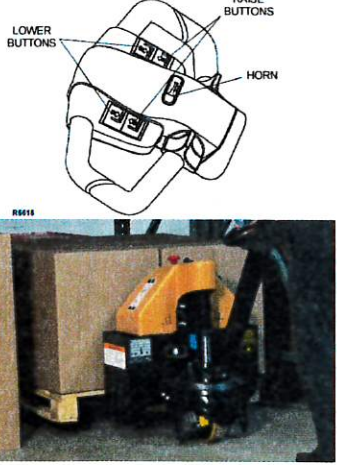
# Work Instruction: Operating A Big Joe E30 Pallet Jack






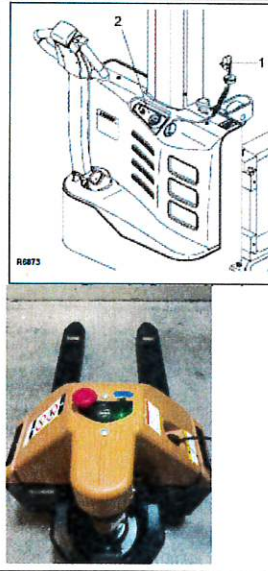
	Important Steps	Key Points	Reasons for Key Points
	1. Inspect Pallet Jack	<ul style="list-style-type: none"> <li>Ensure the equipment is used in accordance with the manufacturer's instructions to ensure your safety and the safety of the people around you</li> <li>Use the Operator List to conduct pre-operation inspection</li> <li>Report any defects immediately to the supervisor</li> <li>Do not lift a defective pallet</li> <li>Use the Pallet Jack on flat ground</li> </ul>	<ul style="list-style-type: none"> <li>Conducting a pre-operation inspection prevents possible injury and danger from operating the Pallet Jack</li> </ul>
	2. Power On the Pallet Jack	<ul style="list-style-type: none"> <li>Disengage the emergency stop switch and turn on the key switch</li> <li>Grasp the grips of the steering head so that the speed control can be comfortably operated by either thumb</li> <li>Lower the steering arm to a comfortable position above horizontal</li> <li>Position body where the reversing (belly button) switch would contact them</li> <li>Keep feet away from the path of travel of the vehicle at all times</li> </ul>	<ul style="list-style-type: none"> <li>Lowering the steering arm will disengage the brake and energize the electrical circuits</li> <li>Ensuring a comfortable position improves the ergonomics of operating the Pallet Jack</li> </ul>



## Work Instruction: Operating A Big Joe E30 Pallet Jack

	<p>3. Drive to the Pallets</p>	<ul style="list-style-type: none"> <li>• Rotate the control in the direction you want to travel</li> <li>• Slowly press the speed control forward or reverse</li> <li>• Move the Pallet Jack into position so forks are within the pallet or skid, and the load is centered over the forks and as far back as possible</li> </ul>	<ul style="list-style-type: none"> <li>• The farther you rotate the control from the neutral position, the faster the Pallet Jack will travel</li> <li>• Press the forward or reverse speed control farther to increase speed</li> <li>• Releasing the speed control and lowering or raising the steering arm will engage the brake</li> </ul>
	<p>4. Stop the Pallet Jack</p>	<ul style="list-style-type: none"> <li>• 4 ways to stop the Pallet Jack:             <ol style="list-style-type: none"> <li>1. Plugging: rotate the speed control lever in the opposite direction of travel and release it when the Pallet Jack stops</li> <li>2. Steering arm: lower or raise the steering arm</li> <li>3. Emergency brake: press the emergency brake switch</li> <li>4. Regenerative brake: release the speed control lever</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Stopping distance of the Pallet Jack depends on the ground conditions</li> </ul>
	<p>5. Pick Up the Pallets</p>	<ul style="list-style-type: none"> <li>• Raise the forks to lift the load</li> <li>• Lift/Lower Control buttons are located on the steering control head</li> <li>• To lift forks, push in either LIFT button and hold until forks reach desired height</li> </ul>	<ul style="list-style-type: none"> <li>• Lifting and lowering the forks to the correct height ensures that the pallet will be picked up undamaged</li> </ul>

## Work Instruction: Operating A Big Joe E30 Pallet Jack

		<p>6. Drive Pallets to New Position</p>	<ul style="list-style-type: none"> <li>• Drive to the area where the pallets will be placed</li> <li>• Move the Pallet Jack to align the load with its new position</li> <li>• Make sure container staging aligns with outbound trips and transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Stacking the containers relative to trips ensures smooth flow of mail</li> <li>• Driving the container to the correct position will ensure it goes on the correct trip</li> </ul>
		<p>7. Unload the Pallets</p>	<ul style="list-style-type: none"> <li>• Lower the load until it rests squarely in place and the forks are free</li> <li>• To lower forks, push in either LOWER button and hold until forks descend to desired height</li> <li>• Slowly move the Pallet Jack out from under the load</li> </ul>	<ul style="list-style-type: none"> <li>• Safely lowering the load will ensure the container is not damaged</li> </ul>
		<p>8. Park the Pallet Jack</p>	<ul style="list-style-type: none"> <li>• At the end of use, return the Pallet Jack to its maintenance or storage area</li> <li>• Turn off the key switch</li> <li>• Engage the emergency stop switch</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and powering off the Pallet Jack ensure it is safely stored</li> </ul>
		<p>9. Charge Batteries</p>	<ul style="list-style-type: none"> <li>• Park the Pallet Jack at the charging station with the carriage lowered</li> <li>• Turn the key switch to the off position</li> <li>• Pull the charger cord out of the top cover and connect it to a 110VAC outlet</li> <li>• Red LED light means charging, Green LED means fully charged</li> <li>• After charging, disconnect the charger cord and insert it into the receptacle on the cover</li> </ul>	<ul style="list-style-type: none"> <li>• This will ensure a fully charged battery for the next use</li> </ul>

## Work Instruction: Operating A Big Joe E30 Pallet Jack

**Table 2-1 Operator Checks**

ITEM	PROCEDURE	ITEM	PROCEDURE
Transmission and hydraulic systems.	Check for signs of fluid leakage.	Wheels	Check drive wheel for cracks or damage. Move truck to check load for freedom of rotation.
Forks	Check for cracks and damage; and, that they are properly secured.	Hydraulic controls	Check operation of lift and lower to their maximum positions.
Chains, cables and hoses	Check that they are in place, secured correctly, functioning properly and free of binding or damage.	Brakes	Check that brakes actuate when steering arm is raised to upright position, and when lowered to horizontal position.
Guards and load backrest	Check that safety guards are in place, properly secured and not damaged.	Deadman/ Parking brake	Check that steering arm raises to upright position when released and brake applies.
Safety signs	Check that warning labels, nameplate, etc., are in good condition and legible.	Emergency Stop Switch	Check that emergency stop switch can be disengaged and reengaged.
Horn	Check that horn sounds when operated.	Battery charge	Check the battery indicator.
Steering	Check for binding or looseness in steering arm when steering.	High speed limit switch	Allow for enough space to operate truck in high speed. Elevate forks approximately two feet, then test drive truck to check if high speed is cut out.
Travel controls	Check that speed controls on control head operate in all speed ranges in forward and reverse and that belly button switch functions.		

# Work Instruction: Operating A Big Joe E30 Pallet Jack



## Electric Truck Daily Operator Check-Off List

Date \_\_\_\_\_ Operator \_\_\_\_\_

Truck No. \_\_\_\_\_ Model No. \_\_\_\_\_

Dept. \_\_\_\_\_ Shift \_\_\_\_\_

Hour Meter

Reading—Drive \_\_\_\_\_ Hoist \_\_\_\_\_

Check	O.K. (✓)	Need Maintenance
Tires		
Load Wheels		
Horn		
Lift—Lower Control		
Attachment Operation		
Forward & Reverse Controls		
Steering		
Brakes		
Hydraulic Leaks, Cylinders, Valves, Hoses, Etc.		