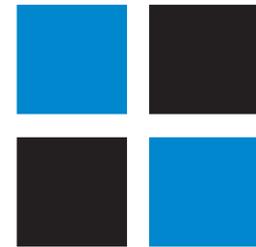


Trucks & Trolleys

Operating & Safety Guide



General Safety Techniques

- DO NOT use on steep slopes, soft ground or where there is any risk of subsidence.
- When loading and unloading, make sure that the weight is evenly distributed or the load may overbalance.
- Place the load as far back on the bed as possible and centre it across the width. Never exceed the units' safe working load (SWL), especially if using a stair climbing trolley.
- It is always advisable to strap the load to the unit before attempting to tilt back on the wheels.
- Take your time and don't overdo it. You are more likely to have an accident if you are tired or rushing.



Practical Points to Remember when Loads are Pushed or Pulled

Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly. Manual Handling Regulations demand that handling equipment is regularly maintained. Please also make sure that any equipment used is suitable for its intended purpose. Consult with your supervisor, line manager or safety representative before using if in any doubt..

Force

As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (e.g. wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Slopes

Operators should get additional support wherever load forces may be greater, i.e. on slopes or ramps. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is more than 30 kg greater even in ideal conditions (with suitable wheels and a smooth slope). This is above the guideline weight for men and significantly more than the guideline weight for women.

Uneven surfaces

Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Softer ground may require even greater force.

Stance and pace

To make it easier to push or pull, employees should keep their feet well away from the load and travel no faster than normal walking speed.



Equipment Care

- Never push the equipment beyond its design limits. If it will not do what you want with reasonable ease and speed, assume you have the wrong piece of equipment for that particular job.
- Keep the equipment clean and maintained.

Unloading and storing

- Gently lower any load onto the platform of the trolley. Dropping a heavy load onto the platform from height will damage the platform and risk damage to the operating mechanism.
- Wherever applicable, fold the unit up by reversing the instruction sequence provided.
- When not in use, store the equipment in a clean, dry and safe place.

Trucks & Trolleys

Operating & Safety Guide

General Guidelines for Safe Use

- This leaflet is intended for guidance purposes only. For more detailed advice on the safety and suitability of this equipment please contact your supplier.
- This equipment should only be used by an operator who has been deemed competent to do so by his/her employer.
- There is a serious risk of personal injury if you do not follow all instructions laid down in this guide.
- This equipment is designed to be used by an able-bodied, competent adult who has read and understood these instructions. Anyone with either a temporary or permanent disability should seek expert advice before using it.
- Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape.
- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Always wear suitable clothing, gloves and footwear. Avoid loose garments and jewellery that could catch in moving parts, tie back long hair.
- This equipment is capable of transporting heavy objects; always get help if lifting items onto the trolley if heavier than 25Kg.
- Use this equipment for vertical lifts only and use on a level area able to take the combined weight of the load and the equipment.
- Ensure that any load is balanced and stable and that personnel stand clear of the raised load.
- Make sure you know how to operate this equipment safely and are aware of its limitations before you use it.
- It is the operator's responsibility to perform a risk assessment before using this equipment.
- You are also responsible for the safety of any person in the work area.
- Make sure that anyone in the immediate work area is warned of what you are doing.
- Never leave a load unattended.
- Ensure the work area is well lit and ventilated.
- Use the equipment only on firm, level ground. When moving a load, keep to a sensible pace. If you go too fast, or if you try to wheel a heavy load down a slope, it could run away from you.
- Where possible, ensure brakes are on when stationary.



Do not exceed the equipments safe working load.



Always check the condition of equipment before use.



Ensure brakes are on when stationary

