



LOCKSMITHS

SAFE OPERATING PROCEDURE HAND TROLLEY

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 FOOT PROTECTION MUST BE WORN	 HI VISIBILITY CLOTHING OR VEST MUST BE WORN	 AVOID AN INJURY DO NOT TWIST MOVE YOUR FEET	 AVOID AN ACCIDENT PUSH LOADS WITH A STRAIGHT BACK	 NO PASSENGERS TO RIDE ON THIS VEHICLE	 DO NOT PUSH TROLLEY WHEN ON SLOPING GROUND	 POSITION YOURSELF TO BE BALANCED	 PINCH POINT CAN CAUSE SEVERE PERSONAL INJURY
							



PRE-OPERATIONAL SAFETY CHECKS

- Plan your move. Consider how you will negotiate doorways, corners and changes in level. Manage trolley rosters to reduce the number of times the trolley will be transported in and out of storage
- Take care as heavy objects are difficult to control and require considerable force to overcome inertia.
- Turn sideways with your feet rather than twist your spine.
- When using docking trolleys, turn off and disconnect from power before moving. Be aware there may be a residual shock transmitted on contact with trolley.
- Ensure all IT devices and their cables/cords are securely held in position/doors are shut before moving the trolley.
- Assess the route you will take the trolley over. Identify and manage any hazards

- Identify and manage any pinch points or moving parts on the trolley that may cause crush injuries.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

- Consider the weight of the laden trolley. Ensure you have sufficient staff allocated to move it safely.
- Ensure the path is clear and smooth where possible. Use two people if you need to guide the trolley over lips, steps or joins in flooring.
- Where possible, push the trolley forward (rather than pull it backwards) using the muscles of the legs and whole body momentum to initiate the push or pull of a load.
- Avoid using trolleys on loose or rough surfaces.
- Do not overload your trolley and make sure the load is stable.
- Do not stack additional laptops on the top of the trolley. Use designated slotted spaces only.
- Avoid heaving and sudden movements especially when overcoming static friction forces.
- Avoid making sudden tugging motions to move heavy items.
- Engage castor brakes when stationary.

Date of last review	Name	Signature
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ENDING OPERATIONS AND CLEAN UP

- ✓ Reduce the effort to keep the load moving by ensuring that the trolley is well maintained. Regularly check that the casters roll easily – remove any fibres, hair and dirt.
- ✓ Ensure cable storage facility are fitted to trolleys and used to prevent cables and plugs trailing on the floor.
- ✓ Return devices to the trolley in the preferred configuration.
- ✓ Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- i Sustained force.
- i Slip/Trip/Fall.
- i Crush and bump injuries.
- i Awkward posture.
- i Sprains/Strains.
- i Frequency and duration of task .
- i Shock/electrocution.

DON'T

- ✗ DO NOT operate equipment without wearing appropriate PPE.
- ✗ DO NOT rush task.
- ✗ DO NOT overload a trolley.
- ✗ DO NOT use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE TAG**.



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