Goals: This safety session should teach you to:
   A. Know how to load and use hand trucks and dollies safely.


1. Hand Trucks and Dollies Can Reduce Manual Lifting and Back Strain
   A. They're often a good choice for:
      1. Heavy or awkward loads
      2. Reducing the number of trips needed to transport materials

2. Choose the Right Truck for the Job
   A. Be sure it can handle the load’s weight and size.
      1. Use specialty trucks only for their specific purpose (e.g., curved bed trucks for drums or other round containers).

3. Plan and Prepare for the Job
   A. Check your route and remove any obstructions.
   B. Wear sturdy shoes with nonskid soles.
      1. ANSI-approved steel-toed shoes are recommended to protect your feet from dropped loads or hand truck wheels.
   C. Wear gloves that give you a good grip.
   D. Avoid loose or baggy clothing that could trip you or get caught in truck wheels.

4. Use Proper Lifting Techniques to Load the Hand Truck or Dolly
   A. Bend your knees and keep your back straight, so your legs, not your back, do the work.
      1. Don’t overexert yourself. A short lift onto a truck can strain your back.

5. Load Trucks for Good Balance and Stability
   A. Place heavy objects at the bottom.
   B. Position the load forward over the axles so the truck, not the handles, carries the weight.
   C. Stack objects only to a height that you can see over while walking.
   D. Make sure the load is stable and won’t shift or fall.
   E. Tie or secure any bulky, awkward, or delicate objects.
6. Operate Trucks to Minimize Physical Strain and Maximize Control
   A. Grip the handle firmly.
   B. Bend your knees and keep your back straight.
   C. Lean in the direction you’re going.
   D. Walk, don’t run.
   E. Push the truck, don’t pull. You won’t have to work as hard.
   F. Walk backwards only if necessary to maneuver into a tight place.
   G. Don’t brace or brake the truck with your foot.
   H. Keep the truck ahead of you going downhill, behind you going uphill.
   I. You’ll maintain better control.
   J. The wheels won’t run over your feet.

7. Keep Your Eyes on the ‘Road’ and Stay Alert
   A. Look for and remove any items that could trip you or block the truck.
   B. Be on the lookout for other vehicles.
   C. Keep yourself and the truck wheels away from dock and platform edges.

8. Follow Proper Unloading Techniques
   A. Use your legs, not your back, as you lift and remove items from the truck.
   B. Don’t try to lift more than you can manage safely.
   C. Slide items onto shelves.
      1. Place items securely so they won’t fall.
      2. Park truck away from aisles so it won’t be a tripping hazard.

9. Inspect hand trucks and dollies daily before use.
   A. Check tires. Have proper air pressure or if hard tires, check for “chipped tires.”
   B. Check frame for broken or bent areas.
   C. Check the load capacity – do not overload trucks.
   D. Test brakes – if applicable – before using trucks.
   E. Inspect for obstacles, slippery spots, inclines, blind corners, etc before moving the load.
   F. Check lubrication – Keep records of lubrication dates.

**Summation:** Hand Trucks and Dollies Help Move Materials Easily and Safely

Load and operate them carefully so they can aid material handling without causing accidents.