

5 - Hand Trucks & Dollies: Safety Training

EH&S – MGA

Goals: This safety session should teach you to:

- A. Know how to load and use hand trucks and dollies safely.

OSHA Regulations: General Duty Clause 5(a)(1), Handling Materials (29 CFR 1910.176, 178)

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.