

# Risk Control Bulletin

## How To Use Dollies & Hand Trucks Safely

RISK CONTROL



Dollies and hand trucks make lifting and moving loads easier. But accidents, such as collisions with people, objects or other trucks, and injuries to the operator can result from inattention and carelessness. If you use dollies and hand trucks correctly, take your time and stay alert, you can lift and move more safely.

### Dollies And Hand Trucks

- Before loading a dolly or hand truck, check for any defects that could affect its operation or pose a hazard. Look for loose parts, torn wheels, greasy surfaces, etc.
- Report potential hazards and have defective equipment repaired.
- When loading, put the heavier objects on the bottom, balancing the load over the axles.
- Be especially cautious loading four-wheeled hand trucks, which can easily tip if the load is off-center.
- For two-wheeled dollies, use your legs – not your back – to shift the load into a travel position.
- Push loads; don't pull them.
- When pushing a dolly or hand truck, keep your knees bent and your back straight.
- Avoid walking backward, unless you need to maneuver in a tight space.
- When loading, make sure nothing hangs over the edges.
- When moving a dolly through a doorway, stop, turn the dolly and pull it through the doorway.
- To avoid getting pinned against something in a tight space, position the dolly or hand truck ahead of you.

### Powered Hand Trucks

- Before using a powered truck for the first time, get special training.
- Before moving your first load, know how to start and stop the truck smoothly.

- Never operate a truck when your hands are wet or greasy.
- Keep one hand on the handle and lead the truck from the side; never walk in front of it.
- Before using your truck each day, inspect it and have any problems serviced.
- Make sure your loads are low enough to see over.
- When moving pallets or skids, move only those that have been loaded safely.
- Never operate a motorized hand truck faster than a normal walking speed.
- Always face your direction of travel when moving a load.
- To travel close to a wall, in a tight space or down a hill, operate the truck in reverse and walk behind it.
- Stay away from areas with flammable, combustible or toxic materials, unless the truck is especially identified for such use.
- Stop at corners and doorways, sound your horn and stay to the right in aisles. Always give pedestrians the right of way.
- Watch out for other vehicles and always be prepared to stop quickly.
- Never ride the truck or carry people on it.
- Keep your limbs and clothing away from moving parts.

### Choose The Right Equipment For The Job

Your workplace may have a selection of dollies and hand trucks that differ in design, load capacity and other features. It's important to learn about their differences so you can choose the best equipment for each job.