



Company Name: _____ Job Site Location: _____
 Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 544: Hand Trucks, Dollies, and Carts

Introduction: Hand trucks, dollies, and carts are carriers designed to safely and easily transport material a short distance. Following are safety guidelines for moving light and heavy loads with hand trucks, dollies, or carts.

- **Only** use the two wheel hand truck for light loads. Always use the four wheel hand truck for heavy loads.
- **Make sure** the weight is evenly distributed on all wheels.
- **Always push** a hand truck, cart, or dolly, do not pull it. Do not try to upend four wheeled hand trucks.
- **Make sure** the load is evenly distributed on four wheeled hand trucks that have side railings.
- **Inspect** all welds before moving loads. Only use welded steel hand trucks for heavy loads.
- **Check** center ladder section, vertical bar, and cross bars for cracks or damage.
- **Replace** bearing wheels and tires when any sign of wear is evident.
- **Make sure** the rear swivel castered support is locked in place when using specified dolly.
- **Secure** load with heavy-duty nylon belts. Do not use nylon belts which have broken stitching, are frayed, or show any signs of wear, damage, or deterioration. Always use a ratchet belt tightener with auto rewind to prevent load from slipping or shifting.
- **Use** the mechanical or hydraulic lifting mechanisms for raising and lowering a load - not your back!
- **Always** use stair crawlers for climbing and descending stairs, and make sure the load is secured with nylon belts.
- **Before moving a load**, review the task to determine what will be moved, how heavy the load is, and where it's going. Ask yourself, "Can I handle the load alone? Is the item large and bulky, or small and heavy? Will it block my vision?"
- **Do not over-estimate yourself**, or under-estimate your load; know your limitations. When possible, break down large loads into smaller loads. Make sure your path is clear and properly lit.



Material handling ramps

- **Ramps must** be of adequate width for their intended use. An adequate anti-slip surface must be applied to ramps whenever the slope warrants.
- **When loading/unloading** from trucks, use a specified load capacity ramp.
- **All elevated ramps** require guardrails/railing.
- **Means for slowing** material being moved down ramps must be provided whenever excessive speed might create a hazard to workers. Never stand in front of a load while descending a ramp.
- **When a worker** moving material down a ramp does not have a clear view of a lower landing on which workers are located, a horn, bell, or other warning device which is automatic in operation must be provided, maintained, and in good working order.
- **The underside** of all material handling ramps, or landings, must be fenced off and marked with appropriate warning signs unless provided with other adequate means of protecting workers from falling material.
- **Do not** use a ramp unless it has toeboards. Where material is piled to a height that a toeboard does not provide protection, paneling from floor, to intermediate, or top rail, must be provided.

Personal Protective Equipment

- **Large heavy material**, that has sharp or rough edges, should be handled with leather gloves.
- **Wear protective footwear** when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where feet are exposed to heavy materials.
- **Special types or designs** of shoes, boots, or foot guards, such as non-skid soles, and steel toes are required where conditions exist that makes their use necessary for the safety of workers.
- **Wear a back belt.** Most belts are designed to be worn on the lower back and provide lower back support.



Conclusion: Hand trucks, dollies, and carts are invaluable for moving material from one end of the worksite to the area other. Cautious handling of hand trucks, dollies, and carts ensures a safe working environment.

Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature:

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.