


SOP (HAND TROLLEY)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Hand Trolley					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input checked="" type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Kickback	<input type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the hand trolley for any structural damage, focusing on the integrity of the frame, handles, and platform.
2. Verify that the wheels are securely attached, inflated (if pneumatic), and rotate smoothly without wobbling or resistance.
3. Confirm that the handles and grips are firmly attached and free of any substance that could impair grip.
4. Check for loose nuts, bolts, or any other parts that could potentially come off during operation.
5. Ensure the load area is clean and free from debris that could obstruct or damage goods.

SAFE OPERATING PROCEDURE

1. Position the hand trolley so that its platform is squarely under the load.
2. Ensure the load is balanced and centred on the platform, with heavier items on the bottom to lower the centre of gravity.
3. Grip the handles tightly, keep your back straight, and use your legs to lift to prevent back strain when tilting the trolley back.
4. Move the trolley slowly to keep the load stable, avoiding quick or sudden movements that could cause a shift in the load or loss of control.
5. Take on slopes and curbs at an angle, and if necessary, seek assistance to support the load when manoeuvring in challenging areas.

POST-OPERATION PROCEDURE

1. Once the load is delivered, gently lower the trolley back onto its wheels and clear the platform of any remaining goods or debris.
2. Perform a quick visual check of the trolley for any new signs of damage or wear that may have occurred during use.
3. Clean any dirt or spills from the trolley to maintain good condition and hygiene standards.
4. Return the hand trolley to its designated storage area to ensure it does not pose a tripping hazard or obstruct paths.
5. Log any maintenance issues identified during use or as a result of the post-operation checks, and report them according to company policy for follow-up action.