



GOALS

This safety session should teach employees to:

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

Applicable Regulations: General Duty Clause 5(a)(1)



1. Hand trucks and dollies can reduce manual lifting and back strain.

They're often a good choice for:

- Heavy or awkward loads
- Reducing the number of trips needed to transport materials

2. Choose the right truck for the job.

Be sure it can handle the load's weight and size.

- 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.

- Check your route and remove any obstructions.
- Wear sturdy shoes with nonskid soles.
 - American National Standards Institute (ANSI)-approved steel-toe shoes are recommended to protect your feet from dropped loads or hand truck wheels.
- Wear gloves that give you a good grip.
- 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.

- Bend your knees and keep your back straight, so your legs, not your back, do the work.
 - Don't overexert yourself. A short lift onto a truck can strain your back.

5. Load trucks for good balance and stability.

- Place heavy objects at the bottom.
- Position the load forward over the axles so the truck, not the handles, carries the weight.
- Stack objects only to a height that you can see over while walking.
- Make sure the load is stable and won't shift or fall.
- Tie or secure any bulky, awkward, or delicate objects.

6. Operate trucks to minimize physical strain and maximize control.

- Grip the handle firmly.
- Bend your knees and keep your back straight.
- Lean in the direction you're going.
- Walk, don't run.
- Push, don't pull, the truck. Pulling puts excess strain on your back and shoulders. Pushing makes it much easier to stop or maneuver the load in an emergency.



- Walk backward only if necessary to maneuver into a tight place.
- Don't brace or brake the truck with your foot.
- Keep the truck ahead of you going downhill, behind you going uphill.
 - You'll maintain better control.
 - The wheels won't run over your feet.

7. Keep your eyes on the "road" and stay alert.

- Look for and remove any items that could trip you or block the truck.
- Be on the lookout for other vehicles.
- Keep yourself and the truck wheels away from dock and platform edges.

8. Follow proper unloading techniques.

- Use your legs, not your back, as you lift and remove items from the truck.
 - Don't try to lift more than you can manage safely.
- Slide items onto shelves.
- Place items securely so they won't fall.
- Park truck away from aisles so it won't be a tripping hazard.

DISCUSSION POINTS:



Use a dolly or hand truck to demonstrate (or have participants demonstrate) the proper way to load and move these material handling aids.

CONCLUSION:



- Hand trucks and dollies help move materials easily and safely.
- Load and operate them carefully so they can aid material handling without causing accidents.

TEST YOUR KNOWLEDGE:



Have your employees take the Hand Trucks and Dollies quiz. By testing their knowledge, you can judge their ability to use this equipment safely and whether they need to review this important topic again soon.



HAND TRUCKS AND DOLLIES QUIZ

- You might use a dolly or hand truck instead of manual lifting when:**
 - You want to reduce the number of trips.
 - The load is heavy or awkward.
 - Both a and b.
- All hand trucks are designed to carry any size or shape load.**
 - True
 - False
- To operate a hand truck safely you should wear:**
 - Safety glasses
 - Loose or baggy pants
 - Gloves and sturdy shoes with nonskid soles
- For proper weight distribution you position the load:**
 - Forward, over the axles
 - With the heaviest objects on top
 - Backward toward the handles
- A truck shouldn't be stacked so high that you can't see over the load.**
 - True
 - False
- When operating a hand truck, you:**
 - Bend over.
 - Lean in the direction you're going.
 - Lean against the direction you're going.
- It's better to pull than to push a truck.**
 - True
 - False
- You keep the truck ahead of you going downhill and behind you going uphill.**
 - True
 - False
- One hazard to look out for when operating a hand truck is:**
 - Loss of electrical power
 - Running off the edge of a dock or platform
 - Dangerous chemical reactions
- The best place to park a hand truck is in an aisle where it's easy to see.**
 - True
 - False

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



ANSWERS TO HAND TRUCKS AND DOLLIES QUIZ

1. c. Both a (You want to reduce the number of trips) and b (The load is heavy or awkward).
2. b. False. Some are designed for special uses, such as curved bed trucks used to transport drums.
3. c. Gloves and sturdy shoes with nonskid soles.
4. a. Forward, over the axles.
5. a. True.
6. b. Lean in the direction you're going.
7. b. False. You should push the truck, not pull it.
8. a. True.
9. b. Running off the edge of a dock or platform.
10. b. False. It's a tripping hazard when in an aisle.