



SAFETY SOLUTIONS

PROPER USE OF MATERIAL HANDLING AIDS

HAND TRUCK OPERATIONS

- Keep your feet clear of the wheels when loading hand trucks.
- Keep the center of gravity of the load as low as possible by placing heavier objects below lighter objects.
- Do not exceed the manufacturer's rated load capacity, noted on the capacity plate.
- Tip the load slightly forward so the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load that is to be moved.
- Push the load so the weight will be carried by the axle, not the handles.
- Place the load so it will not slip, shift or fall. If needed, use straps to secure the load.
- Move hand trucks at a walking pace.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- Always push when using a hand truck, unless your vision is obstructed or you are going up stairs, in which case you should pull it. When going up a ramp, your decision on whether to push or pull the hand truck should be based on the weight of the material being moved, slope of the ramp and footing provided by the ramp's surface.
- When going down an incline, keep the hand truck in front of you to maintain control.
- When using folding hand trucks, pay close attention to pinch points. Avoid injuries by keeping your hands away from these areas.



PALLET JACK USE

- Start and stop the jack gradually to prevent the load from slipping.
- Do not ride on pallet jacks.
- Check the floor for ruts, bumps and other imperfections.
- Be alert to avoid collisions around corners.



MAINTAIN THE PALLET JACKS

After repeated use, the solid rubber wheels of pallet jacks can wear, resulting in unstable loads and poor handling. Workers can experience increased stress to the hands and arms because of difficulty steering and stopping the device.

MAINTAIN THE PALLETS

Keeping your pallets in good condition may sound trivial, but it's not. Using a damaged or defective pallet can have serious consequences. For example, it can cause a load to shift and fall, resulting in injury. It's important to inspect pallets before using them.