



Worksite: _____ Instructor: _____ Date/Time: _____

Topic C544: 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 belts which have broken or frayed stitching, or show 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 ramp that can handle the specified load capacity.
- All elevated ramps require guardrails/railing.
- A method 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. If material is piled to a height where a toeboard does not provide adequate protection, paneling from the floor to the 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.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

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