



## GOALS

- To promote proper use of wheeled equipment.
- To increase awareness of the hazards when working with wheeled equipment.

## LEARNING OBJECTIVES

- Understand common hazards present when pushing or pulling any type of wheeled cart or equipment.
- Learn safe work practices to follow to prevent injury.

## WHAT ARE THE HAZARDS?

Many employees within Job Options use wheeled equipment to transport boxes, laundry, product, supplies and other materials. Wheeled equipment makes it easy to move or transport materials from one place to another and helps make operations more efficient. However, you need to know how to use the carts properly; otherwise they can pose certain hazards.

### Hazards of Using Wheeled Equipment:

Please pay close attention to these hazards so that you can be aware of them when you get back to your daily tasks. Again, identifying the hazards is what will help you to prevent injuries from occurring.

#### **Limited visibility**

Carts that are loaded improperly can block or limit your view of your path of travel.

#### **Caught in or caught between injuries**

Placing hands on the sides of carts rather than on the handlebars can lead to accidental crushing of fingers against walls or other objects.

#### **Overexertion**

Overloaded or too heavy wheeled equipment will require a lot of force to get it rolling which can lead to overexertion. Also, overexertion can occur if wheels are not maintained and kept free of debris.

#### **Collision with someone or something**

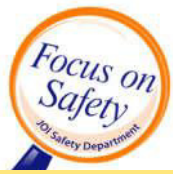
Collision is possible if your view is blocked, if you're rushing, or if you're distracted or not paying attention.

#### **Slips, trips, and falls**

Pushing wheeled equipment too quickly, running it over waste on the floor, and pushing with an obstructed view can all lead to slip, trip, and fall injuries while using wheeled equipment.

#### **Falling Material**

When transporting material, awkwardly loaded carts can lead to injury from material falling off wheeled equipment. Material can also fall when rushing or pushing the cart over uneven surfaces.



Being aware of these hazards is the first step in preventing injuries.



## WHAT ARE THE SAFE WORK PRACTICES FOR WHEELED EQUIPMENT?

Now that we know the hazards of working with wheeled equipment, let's talk about the safe work practices.

To avoid accidents, prevent injury, and reduce the risks associated with the use of wheeled equipment, follow the safety tips below.

### **PUSH—don't pull—the cart**

You work harder and exert more effort when you pull wheeled equipment. It also puts you right in front of the cart making it more likely to run over your feet, hit your ankles, or get hit by the cart.

### **Make sure nothing sticks out from the any of the sides.**

Anything extending from any side of wheeled equipment can cause injury for anyone standing near, including: nicks, contusions, scratches, serious cuts, and other similar injuries. **Organize your cart so that no items present hazards while you work.**

### **Take extra precautions**

When approaching a blind spot or a heavily traveled area, slow down to avoid bumping into someone. When going through doors, always open the door with caution.

### **Make sure the cart load is well-balanced.**

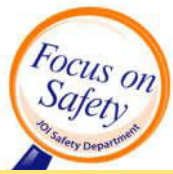
An imbalanced cart is difficult and awkward to push and can cause unnecessary strain. Place heavier loads on the bottom and ensure the weight is evenly distributed from left to right. You will notice a well-balanced load is much easier to push.

### **Keep your view clear.**

An obstructed view prevents you from seeing your path, reacting fast, and moving away from other individuals, objects, or hazards. You need to be able to see where you are going. Make sure your load does not obstruct your view at any time.

### **Don't rush**

Walk at a manageable pace to allow for better control in case you need to come to a sudden stop. Rushing while using wheeled equipment can lead to all sorts of **avoidable** injuries. Always maintain control of the wheeled equipment.



### Keep carts well-maintained and organized.

Keep the wheels free of debris and damages. Ensure your cart is neat and organized. If a cart is difficult to push, immediately report it to your supervisor so it can be inspected and repaired or replaced if necessary.

### Use proper body mechanics

Keep your elbows in as close to your body as possible and your forearms at elbow height. When pushing the cart, initiate the push smoothly by using your leg muscles, not your arms or shoulders. Avoid leaning too far forward when pushing.

**Does anyone have any questions regarding the hazards or safe work practices to prevent injuries when working with wheeled equipment?** Please raise your hand so we can talk about it now as a group and clarify anything for you.



## TAKEAWAYS

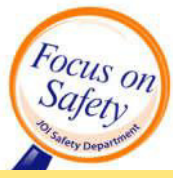
1. Always use safe work practices when handling wheeled equipment to prevent injuries. Keep your view clear, push—don't pull, use proper body mechanics, etc.
2. Always inspect your cart for damages. Check the wheels of your cart to ensure it is free of debris and damage. Immediately report any damaged or hard to push carts to your supervisor.
3. Never rush when using wheeled equipment. Accidents have a higher probability of occurring when you are rushing. Walk with intent and purpose, but do not rush.

## TEST YOUR KNOWLEDGE

**T** F 1. Knowing the hazards of wheeled equipment is the first step in preventing injuries.

**T** **F** 2. It's ok to rush if your cart is balanced.

**T** F 3. You can avoid crushed fingers if you place your hands on the handlebars.



T  F  4. It's safe to go fast when approaching doors or turning corners.

T  F  5. A messy cart signifies a safe cart.

T  F  6. To avoid overexerting yourself, you should always use proper body mechanics.

T  F  7. You should report any damaged wheels/carts to your supervisor.

Name: \_\_\_\_\_

Date: \_\_\_\_\_