

What are the hazards and how might they harm?



Back and muscle strain
from manual handling



Slip injuries from spillages,
trip injuries from obstructions



Crush injuries, bruises,
fractures caused by collisions



Crush and impact injuries
to limbs from falling items

What PPE should the individual wear?



What other precautions should be taken?



Clean up any spillages immediately

Use of hand-pallet trucks

Safety Task Card STCGE 09

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. You must wear safety footwear with reinforced toe caps when operating a pallet truck.
2. Visually check pallet trucks before use. Make sure wheels are clean of debris and free running.
3. Check the load is securely stacked and balanced and that the pallet is not damaged.
4. Pallet trucks must not be overloaded.
5. Make sure the pathway is clear.
6. Fully engage the pallet truck forks under the pallet before lifting.
7. Loaded pallet trucks should be moved by pulling rather than by pushing, except when manoeuvring in tight situations.
8. Avoid using pallet trucks on slopes or uneven surfaces, where possible. Obtain assistance if necessary.
9. If the load becomes unstable, do not continue with moving and get assistance.
10. Before lowering make sure that the surrounding area is clear and that there is no risk of trapping people's feet.
11. When not in use, pallet trucks must be safely stored away from walkways, fire escape routes and traffic routes.
12. Never ride on a pallet truck.
13. Clean up spillages as they occur and use wet floor warning signs when appropriate.

If you have any concerns, stop and speak with your line manager before proceeding.

