



SAFETY



CONVERSATION



WHAT YOU'RE GOING TO LEARN

In our business we make use of several manual handling aids as well as having equipment on wheels. When moving wheeled manual handling aids or equipment it is always **recommended to push** these rather than pull. In this safety conversation we are going to talk you through the safety precautions when handling these items.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand what pre-user checks are to be carried out
- The correct technique to be used when pushing
- What precautions are necessary to reduce the risks

WHAT YOU NEED TO KNOW

Pre-user Checks

It is important to ensure that the equipment being used is fit for purpose and in good working order. Regardless of whether it is a piece of equipment on wheels, such as a hot cupboard, or a 3-tier trolley, you should ensure it is in good working order before using it.

Check that:

- It is the correct piece of equipment for the task;
- It is well maintained, and the wheels are in good condition;
- If fitted with brakes, these are working and effective and
- Any handles are securely fitted, have suitable grip and are in good condition

Correct Technique

As already mentioned, you should push equipment on wheels wherever possible; this is the easiest and safest way to carry out the task in most situations. Where it is not possible to push and pulling is necessary, this should be done for short periods and extra care must be taken. Pulling puts extra strain on the body and it is more likely that you will lose control of the load which can result in injuries.

Make sure that:

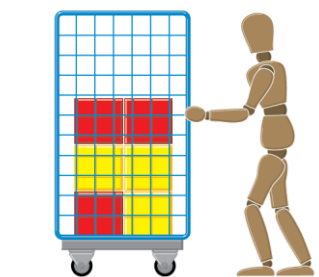
- You have identified your route and any possible hazards;
- You can clearly see where you are going and that your vision is not obstructed by the load;
- The load on the trolley or in a roll cage is stable and secure;
- Heavy items are placed on the bottom of the load and
- You use both hands when pushing and keep your back as straight as possible

Reducing Risk

You can further reduce the risk of injuries by:

- Planning the route to avoid slopes or varied floor surfaces as far as possible;
- Transporting less and doing more trips;
- Clearing the route of hazards;
- Asking for assistance when required
- Ensure you are wearing the correct PPE, such as slip resistant footwear

Topic: Manual Handling - Equipment



BE MINDFUL

- Plan your route
- Always push where possible and avoid pulling
- Check the condition of the wheels and handles before use

SPEAK OUT

- Report it to your manager or supervisor if equipment is damaged, or the brakes no longer work.
- If you are not able to complete the task safely on your own, ask for help

GET INVOLVED

- If you see a colleague struggling to move a load offer to assist them
- Share best working practice and knowledge with your team
- Let someone know if they are not following this safety information

YOU'RE VALIDATION

- What is the best way to move trolleys?
- What 4 checks should you carry out before using a trolley or roll cage?
- When should we plan our route?

MORE INFORMATION

- Compass HSE Website
- MAN 9 and MAN 10 Risk Assessments
- Government HSE Guidance INDG 143 – Manual Handling Brief Guide



see



care



share