

Safety Bulletin – Use of Hand Trolleys

For attention of All TSA Principal Contractors and their Delivery Teams

Overview:

There have been several incidents recently where staff pushing trolleys have fallen and been hit in the face by the Trolley brake handle. This would not happen if the trolley push bars were in position.

Staff are using the brake handle to push the loaded trolley. This is unsafe and unsuitable.

As a result, staff have fallen forward and released the brake handle which has sprung up and hit them in the face.

All trolleys should come with push bars. And a proper Brake Handle.

Also, the brake handle should never be tied or secured in the “Off” position.

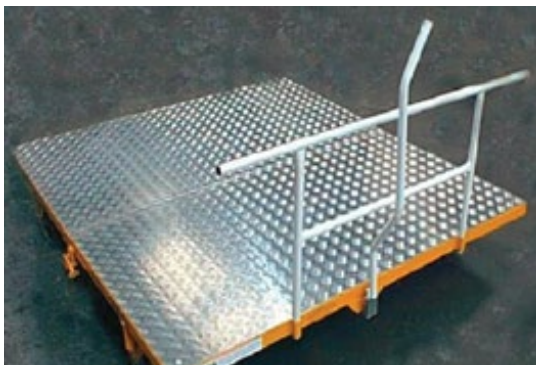
This creates the potential for a runaway, Because of these events Push Handles are now mandated.

Review:

No push handles in place:



Correctly set up trolley:



Brake handle tied in the “off” position:



Anybody who operates a Hand Operated Trolley needs to hold the relevant Hand Trolley Controller Competence.

SAFE LOADING AND OPERATION

The maximum uniformly distributed load (UDL) on a hand trolley is **1 Tonne**.

The load **MUST NOT** interfere with the correct operation of the brake handle.

The Load **MUST NOT** overhang the sides of the trolley *unless a risk assessment has been completed and any necessary protection of an adjacent line has been arranged*

Hand Trolley’s must be properly assembled in accordance with the (OEM) Original Equipment Manufacturer instructions

A visual check of the brakes must be made **before** placing the Hand Trolley on the line, and its brakes must be tested by a push test before it is loaded or used. Push bars, Side boards and End boards must be the correct type supplied by the OEM.

Only the braking lever supplied by the OEM may be used to operate the brakes.

For further support or guidance please contact IP Track S&SD

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