

# HAND TRUCK SAFETY

## WHEN LOADING ANY HAND TRUCK:

- Follow proper lifting techniques to place the load on the hand truck. Use your legs and keep your back straight.
- Place the heaviest objects on the bottom.
- Position the load so it rests on the axles so the weight will be carried by the truck and not the handles.
- Make sure the load will not slip, shift or fall. This may require securing it to the truck.
- Move forward - not backward- with a hand truck. If you're going down a slope, keep the load in front of you. Keep the load behind you when going uphill. Move slowly and cautiously.
- Make sure you can see over the load.

## HAND TRUCK OPERATIONS:

- When loading hand trucks, keep your feet clear of the wheels.
- Do not exceed the manufacturer's load rated capacity; read the capacity plate on the hand truck if you are unsure.
- Place the load so that it will not slip, shift or fall; use the straps, if they are provided, to secure the load.
- For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load that is to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Push the load so that the weight will be carried by the axle and not the handles.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.

## FOUR WHEELED HAND TRUCK OPERATIONS:

- Four-wheeled hand trucks are similar to the two-wheeled versions. However, pay extra attention to loading procedures. Four-wheeled trucks can be easily tipped, so make sure that your load is balanced and secure. They should generally be pushed instead of pulled, except for those trucks equipped with a fifth wheel and a pulling handle.

Be sure that you can see over the load. If this is impossible and you can't reduce the size of the load, get someone to serve as a guide. Also take extra care to place your hands properly so they won't get squeezed or crushed by the load.