



PALLET TRUCKS

SAFETY PRECAUTIONS & WARNINGS

It is in the interests of those operating this equipment, and for the safety of others, that these **SAFETY PRECAUTIONS & WARNINGS** are carefully read and understood before operating this equipment.

PURPOSE

1. This equipment is designed for lifting and transporting heavy loads on pallets (wooden or plastic) over firm and even ground.

PERSONAL SAFETY

2. The equipment will have a maximum Safe Working Load (SWL), do not exceed it.
3. Do not permit people to ride on equipment design solely for transporting materials.
4. This equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it. It must not be operated by minors, or by anyone under the influence of drugs or alcohol.
5. If the equipment is not used in a safe, careful and controlled way, personal injury, injury to others and damage to other equipment and structures may result.
6. Before attempting to operate this equipment, familiarise yourself with the equipment, its controls and operating characteristics.
7. Before starting your work, think and plan ahead to ensure you will be working in a safe environment.
8. When operating this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
 - **Safety boots to EN345 or BS1870/4972.**
 - **Appropriate industrial gloves.**

Note: Other types of work, or environment, may require a higher level of PPE.

OPERATING AREA SAFETY

9. Before commencing work, ensure that the area you are to operate the equipment in is a safe environment.
10. Make sure that the work area is clear of obstructions and that no one is near that could distract you.
11. Anybody who is working near to you will also need to wear the appropriate PPE.
12. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place safety barriers and signs around your work area.
13. Where at all possible, protect others working in the vicinity.
14. If repeated journeys are to be made using the same route, line the route with safety barriers to protect other people from accidentally crossing your route.

OPERATING THE EQUIPMENT

GENERAL SAFETY CHECKS

15. Before attempting to operate the equipment, familiarise yourself with the equipments handling characteristics. Make sure you understand the purpose and function of the equipment.
16. Before you use the equipment, you must know how to **STOP** it in an emergency as when fully loaded it may be difficult to control or stop.
17. Visually check your equipment for serviceability (completeness, signs of damage and undue wear). Do not use the equipment if found damaged or worn - contact the hire company immediately.
18. Before loading an empty pallet, inspect the pallet for serviceability and check that the pallet is designed for the SWL of the load to be transported.

USING THE PALLET TRUCK

19. Materials must be loaded carefully and made secure (i.e. straps, ropes etc.). Do not permit loads to overhang the sides of the truck.
20. Take care with tall or heavy loads that may affect the centre of gravity of the equipment when travelling on sloping ground or uneven ground. Keep loads as low as possible.
21. Once loaded, lift the pallet by first pushing downwards on the control lever (at the top of the pallet handle) and then 'pump' the handle up and down to raise the load off the ground.
22. Always pull the pallet truck (by means of the pallet handle). Only push it for final manoeuvring.
23. Heavy loads being transported up or down slopes may become difficult to control, seek assistance.
24. Take extra care when passing through doorways, turning corners etc.
25. To lower the load, pull the control lever on the pallet handle upwards in a gentle and controlled manner.
26. When going down a slope, position the pallet handle in the upright position and yourself in front of the handle, carefully allow the truck to move down the slope in a controlled manner.
27. Never leave the equipment, or its load, unless they have been made safe by lowering the load to the ground and positioned away from any possible traffic.

SECURITY & MAINTENANCE

28. Visually check the condition of the pallet truck at the start of each day. Check for signs of hydraulic leaks.
29. If the pallet truck operates erratically, or incorrectly, do not use and do not attempt to repair it. Inform the hire company.
30. Periodically clean the pallet truck to ensure it is free from dust, dirt and other debris.
31. When the pallet truck is left unattended for long periods (i.e. overnight), ensure it is made secure to prevent unauthorised use or loss.

COLLECTION & PICK-UP

32. For safety reasons this equipment requires you to use a **LORRY, VAN** or an **ESTATE**.

