

 DALHOUSIE UNIVERSITY Facilities Management Push Carts and Job Boxes Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services	Shop: Grounds and Horticultural	
Hazards Identified: Slippery surfaces, tripping hazards, being hit by rolling cart, falling items, loads that are to heavy, uneven surfaces, items that are to heavy, packages or items with rough or sharp edges		
Personal Protective Equipment Required: Safety footwear, work gloves		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use, care and storage of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Push the cart when ever possible to reduce the risk of shoulder and back injury.
2. Push the cart to ensure a clear view of where you are going.
3. Do not stack objects on cart to a height that blocks your view.
4. Push the cart in order to develop greater pushing forces by leaning into the cart.
5. For pushing, choose carts with a handle that is at a height between your hip and your elbow.
6. For pulling, choose carts with adjustable handles that allow you to hold the handle between your hip and your knee.

7. Locate your hands at the correct height and push on the item being moved if it is heavy enough not to shift on the cart.
8. Choose carts with continuous vertical handles in order to accommodate employees of different heights. For pushing handles should range in height from 76 cm to 120 cm and for pulling from 66 cm to 100 cm.
9. Choose high quality casters and wheels, appropriate for the surfaces over which they will travel.
10. Keep floor surfaces free of debris to ensure easy movement of carts.
11. Choose larger diameter wheels for ease of rolling over rough surfaces and across gaps. (e.g. Think of the gap between elevators and floors.)
12. Consider the weight of items to be carried; choose harder or softer wheels to achieve minimum rolling resistance.
13. Ensure handles to not extend beyond the sides of the cart.
14. Ensure the load on the cart is stable before moving.
15. Always wear appropriate safety footwear to reduce the hazard of slipping and protect your feet from falling items.
16. To avoid straining ensure that loads are not too heavy.
17. Do not exceed the load limit of the cart.
18. Try to minimize the distance that loads have to be pushed (or pulled).