

# Transporting Loads Using a Push Cart or Dolly

## What are Push Carts and Dollies ?

A **push cart** is a handcart with a platform to place objects on, handles at one end, four wheels at the base, and two axles. A **dolly** is a platform to place objects on with four casters at the base that can typically move in any direction. The off-the-ground design of both push carts and dollies requires the operator to lift and place the desired load on the dollies' platform prior to transportation.



## What are the most common hazards?

- Fingers and hands being caught in, on, or between the cart and other objects
- Toes, feet and lower legs being bumped, crushed or run over by the cart
- Possibility of a slip and trip hazard when not put away properly after being used
- Risk of injuring nearby workers by driving into them due to obstructed vision
- Loss of control on ramps
- Strain injuries primarily to the lower back, shoulder, arm muscles, and joints when raising the load or moving the highly loaded platform with force.



## How to Use Push Carts and Dollies Safely

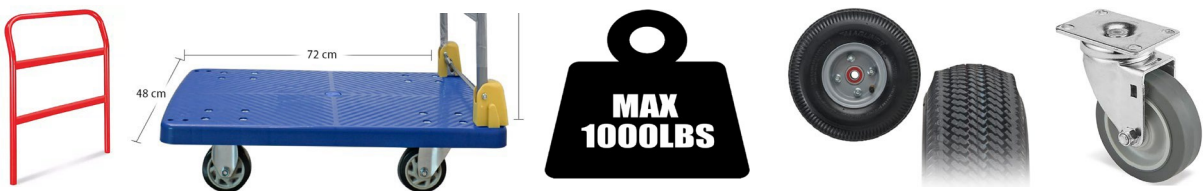
- Refer to the operating manual for instructions on proper operation. Before using the device, inspect it for any damage, missing parts or excessive wear to confirm it is in good working condition
- Plan your route before loading large and heavy items on the platform for transport
- When lifting object onto or off the platform bend from the knees or hips instead of the back and don't tilt forward to pick up an object
- Only load weights that you can handle and try to break large loads into smaller ones
- Maintain a low centre of gravity on the push cart or dolly by placing heavier items on the bottom.
- Do not exceed the maximum weight capacity of the device
- Maintain a low load height to allow for visibility during transport and consider using strapping to secure items in place as appropriate
- Keep limbs clear of the pinch points and other surrounding objects when operating a push cart or dolly
- Do not ride on a device made for a walking operator and never carry passengers along with the load
- Push the cart or dolly unless it is designed for pulling. Always keep the cart ahead of you when moving.
- Position the push cart or dolly near the objects you wish to move then carefully lift and slowly lower the load onto the dolly. Ensure the items are well-balanced and secure on the dolly before wheeling away.
- Wear appropriate personal protective equipment (e.g., safety footwear)

# Transporting Loads Using a Push Cart or Dolly



## Factors to consider when choosing a push cart or dolly for a task?

- **Platform Size** – The platform is the base of the push cart or dolly and is where items are placed for transport. Consider the size of the objects that will be transported when selecting the push cart or dolly. Smaller platforms will not support large objects well and will provide less stability.
- **Stacking** – Objects may be stacked on push carts or dollies but not higher than the handle if using a push cart and generally no more than 5 feet. Stacking objects on the platform of a dolly cart, depending on the handle height, can be utilised to move multiple items. When stacked too high, objects may tumble and fall on the operator or obstruct visibility.
- **Load Capacity** - The load capacity is the maximum amount of weight that a dolly can safely support. Push carts and dollies may have a load capacities ranging from 100 – 1000 lbs. Refer to the load capacity marked on the frame by the manufacturer to select a device appropriate for the task.
- **Wheel Type** - Pneumatic tires offer great shock absorption for gravel or other uneven surfaces. Microcellular tires will never go flat making them good for challenging surfaces. Mold-on rubber is the lightest wheel type, yet it's durable and rolls well over paved surfaces. Select a hand truck with a suitable wheel type based on the type of surface it will be used on.
- **Manoeuvrability**– The four wheel design of push carts and dollies increases manoeuvrability and stability. The two back wheels for push carts and all four wheels for dollies are designed with 360-degree swivel functionality for easy transit at sharp angles and moving around corners. Test the device selected for ease of pivoting and smooth and fluid mobility if the work site has many corners or bends.



# Transporting Loads Using a Push Cart or Dolly



## **Safe Use of Push Carts and Dollies – Path of Transport**

### **Aisle Conditions**

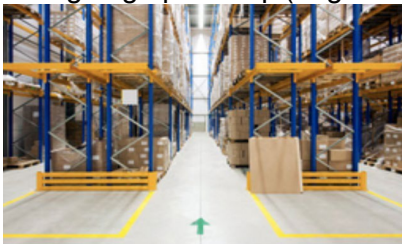
- ❖ Keep aisles clear of clutter and check that the path of transport is clear and free of unnecessary objects
- ❖ Aisles should be wide enough to allow the push cart or dolly to move through the pathway, without hitting the walls or any side obstacle
- ❖ Choose a path that accommodates the turning radius of the moving cart

### **Floor Conditions**

- ❖ Check that floors along path of transport are in good condition allowing for easy movement
- ❖ Check that the floors along the path of transport are clean, free of debris, dirt, dust, liquids, or spills
- ❖ Check that there are no stray cables on the floor that could cause a tripping hazard or block the wheels

### **Ramps**

- ❖ Consider using a different cart or moving tool if there are several ramps along the path of transport
- ❖ Always stay behind the hand truck when operating
- ❖ When going down a ramp, descend slowly and ask for assistance controlling the cart if necessary
- ❖ When going up a ramp (large one) make sure your back is facing the ramp



### **Reminders**

- Maintain proper body alignment for the type of cart and load being carried
- Use safe lifting techniques when manoeuvring heavy loads
- Operators should move at a typical walking pace when moving loads
- Note open edges near loading docks when moving loads

## Transporting Loads Using a Push Cart or Dolly

Use this page to list any specific points, reminders or highlights noted during the training related to the tasks involved (if applicable).

**Date:** \_\_\_\_\_

**Training given by:** \_\_\_\_\_

### Operational Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Safety Reminders:

- E.g., when moving a load from a truck bed to a tailgate or other platform, always push the load, never pull

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Transporting Loads Using a Push Cart or Dolly

Use this page to mark attendance at the training.

Date: \_\_\_\_\_

Training given by: \_\_\_\_\_

Attendee Name (please print)	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____