

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 037 – HAND TROLLEY

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for safe use of hand trolleys and platform trolleys at Illusions Australia.

It applies to manual movement of materials using non-powered trolleys.

2. AUTHORISATION AND COMPETENCY

Workers must be instructed in safe loading, pushing, steering and parking of the trolley.

Loads requiring unusual handling, excessive force or poor visibility must be reassessed and mechanical assistance used where appropriate.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves where required for the load being handled.
- High-visibility clothing where trolley movement interfaces with vehicles or mobile plant.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Wheels, castors, handles and platform/frame are serviceable.
- The trolley is suitable for the size and weight of the load.
- The route is clear, sufficiently wide and free of significant slopes, steps or obstructions.
- The load can be secured and will not obstruct visibility.
- Destination and unloading area are ready.
- Hands and feet can be kept clear of crush points.

5. SAFE OPERATING PROCEDURE

1. Plan the route before loading.
2. Place heavier items low and distribute weight evenly.
3. Secure unstable items before movement.
4. Push rather than pull where practicable and where this gives better control.
5. Use both hands where needed and maintain a clear view of travel.
6. Move at walking pace and slow before corners, doors and ramps.
7. Use assistance for heavy, bulky or difficult loads.
8. Park on a stable surface where the trolley will not roll or obstruct access.

9. Unload in a controlled sequence.

6. PROHIBITED PRACTICES

Workers must not:

- Overload the trolley.
- Stack material so high that forward vision is obstructed without additional controls.
- Ride on a hand trolley.
- Leave an unsecured trolley on a slope.
- Move loads at excessive speed.
- Place hands or feet beneath a moving load.
- Use a trolley with damaged wheels, handles or frame.

7. HAZARDOUS MANUAL HANDLING

Pushing and pulling heavy or poorly maintained trolleys can expose workers to high force and awkward postures.

- Reduce load size where required.
- Use a suitable trolley with freely rolling wheels.
- Use team or powered assistance where force remains excessive.

8. RAMPS, DOORS AND BLIND AREAS

Changes in level and restricted visibility increase runaway and collision risk.

- Assess ramps before use.
- Use a second person/spotter where visibility is restricted.
- Control doors before moving the trolley through them.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if a wheel jams, the load shifts, excessive force is required, the route becomes obstructed or the trolley becomes unstable.

Unload safely before attempting repair or adjustment.

10. SHUTDOWN AND HOUSEKEEPING

- Park the trolley in its designated area.
- Remove or secure remaining loads.
- Keep aisles and emergency routes clear.
- Report damaged wheels, handles or frames.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.

6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- The load exceeds trolley capacity.
- The load cannot be stabilised.
- Excessive pushing/pulling force is required.
- The route is unsafe or obstructed.
- Pedestrian or vehicle interaction cannot be adequately controlled.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 037 – Hand Trolley
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document