

Standard Operating Procedure (SOP)

Safe Use of Manual Trolleys

1. Purpose

This SOP provides guidelines for the safe operation, handling, and maintenance of manual trolleys to ensure the safety of personnel.

2. Scope

This procedure applies to all employees, contractors, and visitors who operate or move loads using manual trolleys within your company.

3. Responsibilities

- **Operators/Users:** Follow this SOP at all times when handling trolleys.
- **Supervisors/Managers:** Ensure employees are trained, equipment is inspected, and safe practices are followed.
- **Maintenance Staff:** Conduct regular inspections and repairs of trolleys.

4. Equipment Covered

- Flatbed trolleys
- Platform trolleys
- Turntable trolleys

5. Procedure

5.1 Pre-Operational Checks

- Inspect trolley for defects (wheels, frame, handle, brakes if fitted).
- Check load capacity rating – do not exceed manufacturer's limit.
- Ensure pathway is clear of obstructions, spills, or uneven surfaces. Ensure that your route is well planned.

5.2 Loading the Trolley

- Ensure load is stable, balanced, and within safe weight limits.
- Place heavier items at the bottom and the load is evenly distributed.
- Do not stack items higher than operator's eye level.
- Secure loose or irregularly shaped items with straps if necessary.
- Add retaining sides if available.

5.3 Operating the Trolley

- Keep control of the trolley at all times.
- Maintain clear visibility of the route.
- Move at a safe walking pace, especially around corners, cambers or doorways or where pedestrians are prevalent.
- Avoid sudden movements, sharp turns, or overexertion. Avoid sudden stops, unless in an emergency.
- Use ramps or lifts when transporting between levels; do not attempt to lift trolley manually. Refrain from dropping off curbs. Routes should be planned.

5.4 Parking and Storage

- Park trolley in designated storage area after use.
- Do not leave loaded trolley unattended in walkways.
- Report any defects immediately and tag "Out of Service" if unsafe.

6. Safety Precautions

- Always wear appropriate PPE (e.g., gloves, safety shoes).
- Do not overload or use trolley for purposes other than intended.
- Avoid using on steep inclines or unsuitable surfaces.
- Seek assistance for heavy, awkward, or oversized loads.

7. Training

- All employees must complete manual handling induction on employment.
- Refresher training should be provided as needed.
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8. Records

- Inspection checklists
- Training attendance records
- Maintenance/repair logs

This is a generic document and should be used as a guidance document, every site and every situation is different and should be treated as such.