



## Caught in and between: Safe use of hand trucks

**PRESENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE:** \_\_\_\_\_

Welcome to today's toolbox talk! To promote a safe, injury-free work environment, we'll take a moment to ensure our teams understand potential hazards (and how to prevent them) before the start of the shift.

### AGENDA

- Overview of relevant safety policies/procedures.
- Demonstration of proper equipment/tool use.
- Discuss team questions/concerns.
- Review recent incidents/near misses.

### TOPIC

The use of hand trucks is usually overlooked as a safety hazard. Typical hand truck injuries occur when the operator's hand gets caught between the handle and other stationary items. The use of gloves can add extra protection. Beware of tight spaces when maneuvering the hand truck.

Hand truck operators should remember some basic rules when in use:

- Select a hand truck that is adequate for the task.
- Be sure you know the load capacity of the hand truck.
- Know the approximate weight of item(s) before loading.
- Check the item to be loaded and transported for its travel stability.
- Secure any questionable item(s) to the hand truck.
- Never pull the hand truck backwards. Always push.
- Never stack items so tall that your forward line of sight becomes obscured.
- Always be sure the load is balanced on the rails not the handle.
- Never leave the hand truck parked with the handle down, creating a trip hazard.
- Always maintain a safe speed.

**Remember: always report any unsafe conditions or practices.**

*The information contained in this service bulletin was obtained from reliable sources. However, UFG accepts no legal responsibility for the correctness or completeness of this information.*

UFG INSURANCE | 118 Second Avenue SE, Cedar Rapids, Iowa 52401 | ufginsurance.com | 800-332-7977

