

SAFE OPERATING PROCEDURES

PLANT TROLLEY SYSTEM

DO NOT use this equipment unless you have been instructed in its safe use and operation

Potential Hazard



Personal Protective Equipment: (what must be worn to prevent harm)



Wear correct PPE



Wear gloves when moving trollies



Appropriate footwear with substantial uppers must be worn.



Wear hi-viz around loading/unloading zones

Safe Operating Procedures:

1. READ AND FAMILIARISE YOURSELF WITH THESE SAFE OPERATING PROCEDURES

Condition of Equipment

2. Inspect trollies prior to use to ensure that they work correctly. Check also for broken parts, cracks, loose wheels and bolts/nuts, jammed wheels etc.
3. Isolate damaged trollies and report these to your manager. Do not use and do not undertake your own repairs.

Handling Trollies

4. Do not lift or move by forklift.
5. Avoid using trollies on slopes or uneven ground. If unavoidable, take care to retain control.
6. Ensure trollies are evenly balanced, and heavy items are on lower shelves-
7. Ensure trollies are kept out of walkways and the risk of tipping is minimised.
8. Ensure trollies are secure in high winds.
9. Stack empty trollies no more than 8 high. Stack unused shelves at no more than 35 per trolley.

Loading and Unloading Plants

10. Never exceed the trolley capacity of 360kg (including the trolley).
11. Load and unload only on level and even surfaces.
12. Always use chocks and wedges to stop the trolley shifting or moving when unloading.
13. When unloading, watch out for falling plants.
14. Do not climb on trollies for loading or unloading. Use appropriate work platform.

Loading and Unloading Trucks

15. Ensure trollies are adequately wrapped to stop items falling in transit or during unloading.
16. Beware of other persons when loading or unloading the truck including an area of at least 3m around the edge of the tailgate.
17. When loading and unloading be very aware of trollies slipping on the deck and tailgate.
18. Ensure the tail lift is level with the deck before unloading.
19. If a truck is on an uphill or downhill slope ensure that the tail lift angle is level before moving the trolley onto the tail lift.
20. Tailgates must have lift up roll stop flaps fitted. Side bars are strongly recommended.
21. Take care not to fall from tailgate or trip on tailgate flaps and bars.
22. Use certified bars or restraints to stop trolley movement inside the truck during transport. Always use chocks and wedges when certified bars or restraints are not in use including on flat ground.
23. Always use chocks and wedges to stop the load shifting or moving out of position.

Faulty equipment must not be used. Contact NZPPI for repair.