

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash/IHG safe and approved work method for Hand Trolley use on a Metcash/IHG Site.

Key Hazards	- Falling load - Crushing - Hazardous Manual Tasks – awkward twisting, bending positions - Hazardous Manual Tasks – lifting, carrying or putting down objects, pushing, pulling objects - Moving parts - Mobility - Visibility - Transfer of virus/infection from contact with shared equipment/surfaces	
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Safety footwear must be worn  Protective gloves must be worn	Operator training should include: - Workplace induction. - Daily pre – operation checks. Safe Work Operation Procedure. - Nature of hazards. - Fitting of personal protective equipment (PPE). - Manual handling. - Housekeeping. - SOT (Safety Observation Tour). - ATR (Associate Technique Review). Only authorised and trained personnel are to operate this equipment.

PRIORITY ITEMS

PRE USE AND INSPECTION *Follow any Pre-operational checklists in the manufacturer's operations manual. (where available) **WARNING:** Do not use if there are any damaged or missing parts. Report and tag out.

If anything does not look or feel right- **DO NOT USE THE TROLLEY**

ENSURE:

- The Trolley is in safe working order.
- The Trolley wheels are in good condition and secured.
- Trolley type selected is appropriate for the task.
- Pre operational check is conducted.

SAFE WORK OPERATING INSTRUCTIONS

Operate in accordance with manufacturer's operation manual.

Before operation:

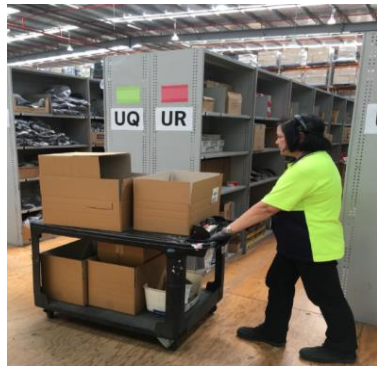
- Inspect the area and ground surfaces where loading the stock to ensure it is free from slip/ trip hazards.
- Ensure all traffic control measures are in place – if required.
- Establish Exclusion Zones, if required.
- Determine if a spotter is required to reduce potential collision risk when moving throughout site.

PHOTOS/DIAGRAMS



Timber Trolley (Toaster) (Toaster)
 Limit 450kgs

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Consider if it is a busy trade period, check path of travel, are there tight movement areas, or blind spots.	 Flat Bed Trolley 122cm x 61cm limit 450kgs 125cm x 76cm limit 720kgs
During operation: - Use correct manual handling techniques. - Do not overload the Trolley - Use two person lift for heavy or bulky items - Push the Trolley do not pull. - Know your route and movements before you start. - Be aware of others that may be working nearby. - Always move at a walking pace, do not run.	

Maintenance & Cleaning/Storage	Follow LOTO (Lock Out, Tag Out) procedures, record service / repairs information in Maintenance Log. On completion: - Ensure that the work area is left in a condition that does not create any risk to other persons. - Check the condition of the hand trolley prior to placing back in storage ready for next use. - Remove any traffic management measures; exclusion zone witches hats, barriers or signs. Storing Hand Trolleys: - In a safe and secure location that will not create tripping hazards. - Store Trolleys away from entry and exit areas, away from where work is being undertaken. Ensure the Trolleys do not block exits, walkways or emergency equipment, such as fire hoses or fire extinguishers. - Store Trolleys with the tongue under a pallet, shelf, or table. Do not create a tripping hazard. Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only.
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>