



Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks.
Environmental Health and Safety, 414 J.M. Smith Hall

	Equipment/ Task Name	Hand Truck	
	Departments Impacted	<ul style="list-style-type: none"> Physical Plant (Landscape) Biology (Meeman Field Station Caretaker) 	
	Purpose	A hand truck, also known as a two wheeler, cart, or dolly, is an L-shaped box moving handcart. Objects are moved by tilting the cart forward with the ledge inserted underneath the objects. The cart is then tilted backward until the weight is balanced over the large wheels.	
TASK		HAZARDS	CONTROLS
1. Pre-operation Safety Check		Untrained operator	Training on hand truck design, controls and instrumentation. Training on the hand truck stability and the proper way to transport, load, and stack on the hand truck.
2. Assembling a load		Rolling the wheels off the edge of ramps and loading docks.	Stay well back from the edge. Never turn around on the slope. When going down a ramp, keep the truck ahead of you. When going up, pull the truck behind you. Make sure the chisel of the truck is all the way under the load.
3. Operating the two-wheel hand truck		Slip/trip/fall	Slow down for turns. Make sure that you have enough overhead clearance.
		Log or limb rolling into body	Stand upslope so cut pieces roll away from feet, legs, and body.
4. Transporting the load		Pinching hands between the truck and other objects.	Be alert and wear gloves to protect your hands. Strap bulky or dangerous cargo to the truck's frame. When moving a stack of objects, put the heavier ones on the bottom.
5. Storing the hand truck		Trip hazard	Store in a safe area.
Required Personal Protective Equipment		Required Training	
<ul style="list-style-type: none"> Gloves (if needed) 		<ul style="list-style-type: none"> Hand truck use Personal Protective Equipment 	
Equipment Procedures/Requirements			
<ol style="list-style-type: none"> Only authorized users can operate equipment. Report any observed defect or safety hazard to your supervisor immediately. 			
Additional Precautions for fuel powered engines			
SOP ID	G007	Related Documents	Creation/Revision Date 09/10/2018

Suggestions, questions, or comments? Please contact EH&S