



# Materials Handling

**The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment. This leaflet is not a substitute for a properly executed risk assessment.**

**It is important to read all of this leaflet and any other leaflets that may be provided BEFORE using this equipment**

1. Always plan the job and envisage any problems in order that they may be dealt with safely.
2. Take care, the equipment when fully loaded may be difficult to control and stop.
3. Use the equipment only for the purpose for which it was designed.
4. The action of the equipment can cause injury or damage or both if not used in a careful and controlled way.
5. If you have not used this type of equipment before, familiarise yourself with it before starting work.
6. The following items of person protective equipment are the minimum that should be worn: Safety Boots, Gloves.
7. The equipment must not be used by minors or by anyone under the influence of drugs or alcohol.
8. The equipment is designed for operation by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using it.



## **BEFORE STARTING WORK WORK AREA**

1. When working in the same area or using the same route repeatedly, put up barriers or rope barriers with warning signs to prevent other people crossing the route.
2. Ensure the work area is clear and safe and no-one is close by who could cause distraction.
3. Protect other people from the danger. Warn others to keep away.
4. The wheels on the equipment will not operate on rough or soft ground. Plan the route so a hard even floor like smooth concrete, asphalt, level paving slabs or similar is being used.

## **OPERATORS**

1. The following items of personal equipment are the minimum that should be worn whenever handling materials. Particular jobs or environments may require a higher level of protection.
2. A safety helmet must be worn when using this equipment. Gloves must be worn to protect hands.
3. Anyone who is working close by will need appropriate personal protective equipment.





For guidance on managing  
construction health risks go to  
[www.hse.gov.uk/construction](http://www.hse.gov.uk/construction)



## WORK AREA

1. Check the equipment. If anything is found to be damaged, do not use the machine – contact the hire company.
2. Do not exceed the safe working load (SWL) marked on the equipment.
3. Never allow anyone to ride on wheeled equipment that is designed for carrying materials only.
4. Load carefully to ensure every load is secure. Tie or strap the items together in order to make a secure load.
5. If there are straps or securing fittings on the equipment use them to secure the load.
6. The materials handling equipment will have been designed to be pushed or pulled. Always use it only in the way it is intended.
7. If the equipment is motor powered, never operate on any public road or highway unless the machine is insured and complies with road traffic regulations. In addition, the operative must have an appropriate driving licence.

## USING THE EQUIPMENT

1. Wear safety boots and gloves.
2. Do not run when working with the equipment as control may be lost even if there is no load on the equipment.
3. Always load the truck carefully and take the safest route.
4. Keep the load as low as possible with the weight distributed as evenly as possible.
5. Do not allow any load to overhang by such an amount to cause danger or injury to others.
6. When going up or down a slope with a heavy load – seek assistance. Think about what needs doing and plan a safe method to do it. Lighten the load if it is too heavy.
7. If the equipment has brakes that lock on, use them each time the machine is stopped, especially if it is left unattended.
8. Ensure people are clear of the intended route. Slow down or stop if the way is not clear.
9. Do not barge through doors pushing the truck, slow down and push through gently or turn around and pull the load.
10. Seek assistance when going up and down stairs, unless the truck is specifically designed for this.
11. Stop work when approached.
12. Do not leave a load unattended unless it has been made safe.
13. If the equipment does not work properly, do not attempt to repair it. Contact the hire company.

**Keep this leaflet in a safe place until work is finished as it may need to be referred to again.**



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