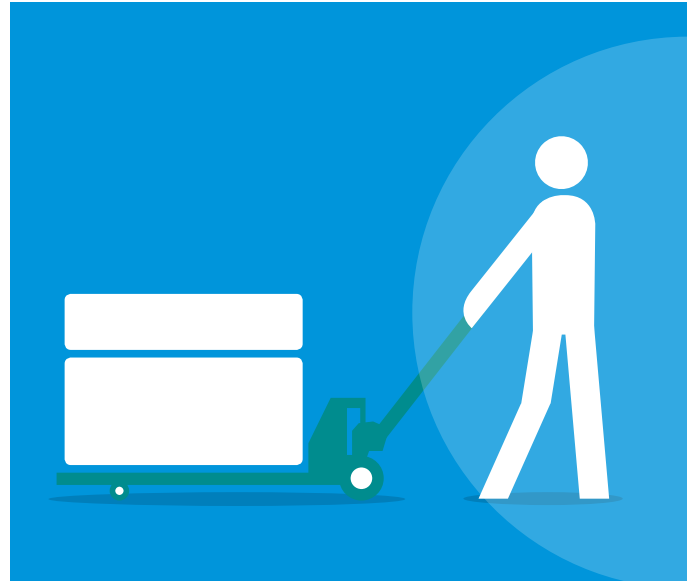


Workplace Instruction –  
Transport and Traffic



# Manually operated transport vehicles

Guidance for safety briefing

# The handling of manually operated transport vehicles needs to be mastered

## Facts

Incorrect handling of pallet trucks, hand trucks and other means of transportation is the cause of a significant number of inhouse transportation accidents. For the

safe use of manually operated transport vehicles it is important to follow the organizational rules for handling and maintenance.

## Frequent injuries caused by transport accidents

- Broken bones, pressure injuries and hand/finger injuries due to starting and trapping
- Cuts due to sharp or rough edges
- Concussion, sprains, crushings and fractures due to slipping and stumbling
- Spinal damage, sprains and torn muscles due to incorrect working position when lifting



### Safety shoes

Must be worn when transport work is performed.



# How to perform safe transport work?

## Observe operating instructions for safe handling

The operating instructions take account of the manufacturer's instructions and local conditions and must be followed by all workers who carry out transport work.

## Maintenance of transport equipment

All transportation means should be properly maintained; defective or damaged equipment must be immediately repaired or withdrawn from use and, if necessary, reported to the superior. It is necessary to record the regular inspections.

## Keep traffic routes clear

Traffic routes must be slip-resistant and offer a good grip. Workers should ensure tidiness and cleanliness, and obstructions must be removed as quickly as possible.

## Secure loads and adjust speed

Loads must be properly secured throughout transport. Speed of travel must be adjusted to the environmental conditions in which the truck is operating.

## Wear personal protective equipment

Whenever there is a danger of trapping, falling or rolling objects, workers must wear safety shoes. Wear safety gloves, to prevent injuries due to sharp or rough edges.

## Make clear arrangements beforehand

If transport is carried-out by various persons, work should be planned and organized and commands must be determined beforehand. Only the responsible person should give the necessary instructions.

## Tips for safe transport

Posters and tips regarding safe transport are available under: [www.bgetem.de](http://www.bgetem.de)



## Protective gloves

in many cases these help to avoid injuries



Operating instructions for industrial vehicles must be followed



Hand shields protect against injuries.

**Picture credits:****Left side:** patrickheagney/iStock-15230797**Right side:** Kajetan Kandler/BG ETEM

tubular steel truck: fetra Fechtel Transportgeräte GmbH

**Manually operated transport vehicles**

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