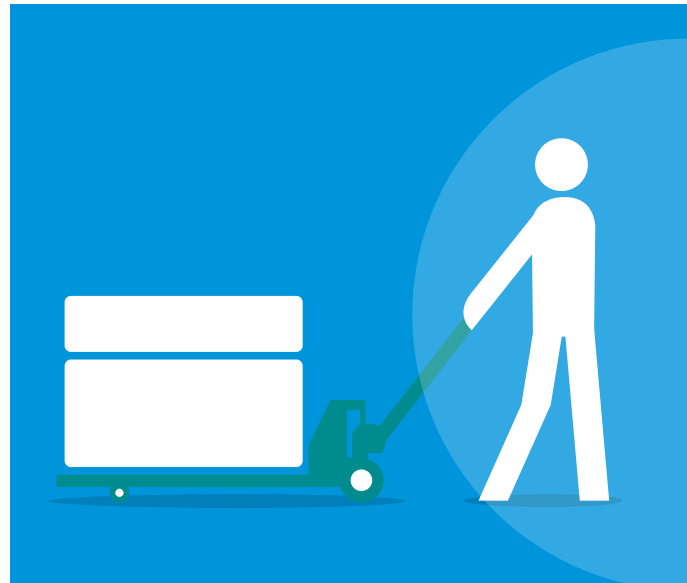


Workplace Instruction –
Transport and Traffic



Manually Operated Transport Vehicles

Guidance for company instruction

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, contusions and injuries to hands or fingers due to getting hit or trapped
- Cuts due to sharp or rough edges
- Concussions, sprains, contusions 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 the operating instructions

The operating instructions that have been issued on the basis of the manufacturer's operating instructions and the local conditions must be observed by all employees carrying out transport tasks.

Maintenance of transport equipment

All transport equipment must be properly maintained; defective and damaged transport equipment must be repaired or removed from service immediately. If necessary, inform superiors. It is necessary to document 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. The transport speed must be adapted to the respective ambient conditions.

Wear personal protective equipment

Whenever there is a danger of trapping, falling or rolling objects, workers must wear safety shoes. In order to prevent injuries caused by sharp or rough edges, protective gloves should be worn.

Make clear arrangements beforehand

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

Tips for safe transport

Posters and tips on safe transport can be found at www.bgetem.de



Protective gloves

provide protection from injuries for many operations.



The operating instructions for manually operated industrial trucks must also be observed.



Hand shields protect against injuries.