

13.13.01

DESCRIPTION:

JOB SAFE PRACTICES
Grocery - Trolley collecting

| ITEM | HAZARD H/M/L | INJURY/RISK | RESPONSIBILITY |
|--|--------------------------------------|---------------------------------------|---|
| <p>Ensure all trolleys collectors wear the Personal Protective Equipment provided. They are:</p> <p>Hat and sunscreen during daylight hours.</p> <p>Raincoat and under reflective vest during wet weather.</p> <p>Ensure appropriate fluid intake is maintained during hot weather.</p> | Working outdoors | Exposure to environment | <p>Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p>Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p>All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure.</p> <p>Note – This Standard Operations Procedure highlights the critical safety hazards when collecting trolleys from the car park.</p> |
| <p>Ensure you wear fully enclosed shoes and a reflective vest at all times.</p> | Working near motor vehicles | Hit by motor vehicle | |
| <p>Do not attempt to move more than ten trolleys at one time.</p> <p>Plan the safest route to the trolley bay before moving trolleys.</p> <p>Hold the handle of the trolley train with both hands so the load is evenly distributed.</p> <p>Push trolley rather than pull-them.</p> <p>Manual handling JSP</p> | Manual handling- pushing trolleys | Sprains, strains | |
| <p>Use a strong, light weight and non elastic strap to secure trolleys when moving them.</p> | Unsecured load | Crushes, damages to customer property | |

| Revision N° | Issued | Approved By | Document N° | Page |
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