

13.14.03

DESCRIPTION:

JOB SAFE PRACTICES
General - Loading/unloading Stock Trolleys

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Ensure stock trolley is close to the load</p> <p>Size up the load before breaking down</p> <p>Ensure the path of travel is clear from obstacles</p> <p>Lifting objects; refer to Manual Handling J.S.P. 13.6.5</p>	<p>Failure to prepare for lift</p> <p>Collisions</p>	<p>Sprains, strains, trips & falls</p> <p>Trips & falls</p>	<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 Operation Procedure highlights the critical safety hazards when using stock trolleys.</p>
<p>Avoid twisting when loading trolley</p> <p>Place larger, heavier items on the bottom and smaller, lighter on top</p> <p>Ensure load is evenly balanced</p> <p>Do not stack more than chest high</p>	<p>Carrying material incorrectly</p> <p>Unstable stock</p> <p>Obstruction of view</p>	<p>Sprains, strains, trips & falls</p> <p>Falls. Breakages.</p> <p>Collisions</p>	
<p>Plan route of travel</p> <p>Push rather than pull trolleys</p> <p>Position trolleys close to the fixtures when unloading</p>	<p>Pushing trolley to selling floor</p>	<p>Sprains, strains, bruises</p>	
<p>Do Not: Leave trolleys unattended in aisles when going on rest breaks- return to store room</p> <p>Do Not: Park trolleys across doorways or plastic curtains</p>	<p>Trip hazard</p>	<p>Sprains, strains, trips & falls</p>	

Revision N°	Issued	Approved By	Document N°	Page
0	23/08/12	Director/s	OHS/F-13.14.03	1