

# Material Handling

## Dollies and Hand Trucks

### *To use dollies and hand trucks safely...*

➔ **Choose the truck or dolly that's designed for the job you do.**

➔ **To load correctly:**

Put heavy objects on the bottom.

Balance the load over the axle, to avoid spills.

Make sure nothing hangs over the edges and that you can see over the top.

➔ **To move safely:**

Use your legs, not your back, to shift the load into a traveling position. Keep your knees bent and your back in its natural curve.

Push, don't pull, loads, except when approaching a doorway or stairs. At a doorway, stop and turn yourself and your load around to face away from the doorway. Then, pull the load through the entrance. Use this same technique with stairs. This is done to prevent the spilling of your load.

Avoid walking backward if possible.

When going into tight spaces, always move the truck ahead of your body so you won't get pinned against something.

Use care when moving near the edges of platforms.

➔ **Motorized hand trucks can be dangerous. Use them only if you've been trained.**

