For guidance on managing construction health risks go to
www.hse.gov.uk/construction

PALLET TRUCK

1. Check the pallet truck and the hydraulic operation. If anything is found to be damaged, do not use the machine – contact the hire company.
2. Do not exceed the safe working load (SWL) marked on the equipment.
3. Never allow anyone to ride on the truck that is designed for carrying materials only.
4. If items are being loaded onto an empty pallet to move them, check first that the pallet is in good condition and strong enough for the load.
5. Load carefully to ensure every load is secure. Tie or strap the items together in order to make a secure load.
6. To lift a pallet, the hydraulic control lever, usually on the right side of the handle, must be pushed away from the handle. Pump the handle to operate the hydraulic ram to lift the load.
7. Pull the control lever up towards the handle to release the load. Release the load gently and slowly or the pallet will bang heavily on the floor.
8. Always pull the pallet truck whenever possible. Push it only to get the pallet into its final position.
9. If any of the wheels become snagged with rubbish like rope or strips of polythene, turn the empty pallet truck on its side and remove, otherwise it could stop the wheels turning.

USING THE PALLET TRUCK

1. Wear safety boots and gloves.
2. Always load the truck carefully and take the safest route.
3. Keep the load as low as possible with the weight distributed as evenly as possible.
4. Do not allow any load to overhang by such an amount to cause danger or injury to others.
5. Always pull the load except for the final positioning.
6. When going up a slope with a heavy load – seek assistance to help by pulling on the handle as well.
7. When going down a slope with a heavy load, be in front of the load. Swing the handle into its vertical position and walk down backwards acting as a brake by pushing back on the handle. Seek assistance. Lighten the load if it is too heavy.
8. Stop work when approached.
9. Do not leave a loaded pallet unattended while it is in the raised position. Release the hydraulic pressure and lower the pallet to the floor.
10. If the equipment does not work properly, do not attempt to repair it. Contact the hire company.

Keep this leaflet in a safe place until work is finished as it may need to be referred to again.

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Safety Guidance

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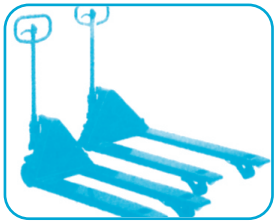
Frank Key. PLANT & TOOL HIRE

Pallet Trucks

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment. This leaflet is not a substitute for a properly executed risk assessment.

Read all of this leaflet and any others issued, before starting work



1. Always plan the job and envisage any problems in order that they may be dealt with safely.
2. Take care, the equipment when fully loaded may be difficult to control and stop.
3. The pallet truck is designed to lift and move heavy loads on wooden pallets. The SWL (safe working load) should be marked on the truck, if it is not – contact the hire company.
4. The action of the pallet truck can cause injury or damage or both if not used in a careful and controlled way.
5. If you have not used the pallet truck before, familiarise yourself with the equipment before starting work.
6. The following items of personal protective equipment is the minimum that must be worn: Safety Boots, Gloves.
7. The equipment must not be used by minors or by anyone under the influence of drugs or alcohol.
8. The equipment is designed for operation by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using it.

WORK AREA

1. When working in the same area or using the same route repeatedly put up barriers or rope barriers with warning signs to prevent other people crossing the route.
2. Ensure the work area is clear and safe and no-one is close by who could cause distraction.
3. Protect other people from the danger. Warn others to keep away.
4. The wheels on the equipment will not operate on rough or soft ground. Plan the route so a hard even floor like smooth concrete, asphalt, level paving slabs or similar is being used.

OPERATORS

1. The following items of personal equipment are the minimum that should be worn whenever handling materials. Particular jobs or environments may require a higher level of protection.
2. Safety boots must be worn when using this equipment.
3. Anyone who is working close by will need appropriate personal protective equipment.

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