

SOP - Trolleys and Compactus

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

- i Manual Task Injury**
Manual task injury from incorrect manual handling techniques
Manual task injury from repetitive movements

- i Crushing**
Crushing due to body parts being caught between moving structure

MANUALLY HANDLING FILES

- ✓ Only lift a small quantity of files at one time
- ✓ When placing files on, or lifting from, lower shelves
 - Keep your back straight
 - Bend your knees using either an open leg squat or a lunge squat
 - Do not twist while bending
- ✓ If files are on shelves above shoulder height, a foot stool or ladder must be used. If necessary ask someone for assistance
- ✓ Filing or relocating files should not be carried out for extended periods of time and should be broken up by completing other tasks

USING SMALL FOLDING FILE TROLLEYS

- ✓ Fold out the trolley, extend the handle and ensure the fold down base is fixed in position and the two rigid stabilising arms are fixed to the top of the folding sides in accordance with the manufacturer's instructions
- ✓ Visually inspect the trolley, including the wheels, to ensure it is in working order
- ✓ Load inspection files in to the trolley box
- ✓ When moving the trolley, pull it behind you, utilising lifts where available and avoiding stairs and rough or uneven surfaces
- ✓ Remove files from trolley and place securely in motor vehicle
- ✓ Fold trolley and store securely in motor vehicle
- ✓ Alternatively the trolley may be placed on the front passenger seat or rear seat and secured with the seat belt or placed securely in the boot

USING RIGID TROLLEYS

- ✓ Check trolley for any defects ensuring wheels are moving freely
- ✓ When moving trolleys, ensure correct manual handling techniques are used
- ✓ Ensure that the path trolley is to take is clear of obstructions
- ✓ Move trolley close to where files are going to be loaded/unloaded
- ✓ Before loading or unloading trolleys, ensure the wheels are locked, if a locking mechanism is available
- ✓ Take files out of the buckets or shelves and place on top of the trolley. When taking files out of the bucket or shelf, face the area the files are taken from and ensure there is no twisting of the body

- ✓ When moving between levels in the administration building, use lift not stairs

USING COMPACTUS

- ✓ Staff with pre-existing neck, shoulder or lower back injuries are not to use the compactus units
- ✓ Check openings between compactus bays are clear of obstacles and people before moving compactus unit
- ✓ Keep fingers clear of the edges of the compactus bays while moving
- ✓ Always place heavy objects on the lower shelves
- ✓ Position your body correctly, so that your body weight rather than muscle strain is primarily used to move the bay. Use your shoulder and both hands and stand with your feet apart to keep balance
- ✓ Apply weight gradually until momentum is gathered, then move the bay slowly and evenly
- ✓ Move only one bay at a time
- ✓ If compactus becomes jammed, cease operation

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not overload a trolley, ensure files are flush with or below the top of the trolley box
- ✗ Do not stack items on a trolley above visual eye height
- ✗ Do not manoeuvre trolleys over uneven or slippery surfaces
- ✗ Do not attempt to manually lift trolley filled with files. Remove at least half the files before attempting to lift the trolley into the vehicle
- ✗ Do not place objects on top of the compactus unit
- ✗ Do not use excessive muscle strain to move or stop movement of bays, stop gradually

*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.