### Injury & Illness Prevention Program

**Job Safety Analysis**

**Task:** USING A HAND TRUCK

**Modification to Daily Attire Requirements:** Long Pants or Coveralls

**Required PPE:**
1. Non-slip shoes with protective toe cover (steel or composite)
2. Leather gloves or equivalent (non-slip glove surface)

**Required Training:**
- Safe Lifting Training

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<th>TASK</th>
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| Preparing to Move Load | Bodily Injury | • Check hand truck for loose parts, torn wheels, and greasy surfaces  
  • Verify hand truck capacity is adequate- check load capacity label |
| Moving Load | Muscle Strain | • Use safe lifting techniques  
  • Size up and stack load evenly  
  • Use larger dolly or wheeled platform for larger items |
| Bodily Injury- Scrapes/ Cuts | | • Stack heavy items on bottom  
  • Balance load over axles  
  • Do not stack items in front of field of vision (too high)  
  • Check walk path and area before moving items  
  • Keep limbs and clothing away from moving parts  
  • Be aware of surroundings, walk slowly  
  • If available, have co-worker walk ahead and clear path. |
| Slip, Trips, and Falls | Muscle Strain | • Lean forward and bend knees to tilt and prepare to move load  
  • Push do not pull loads  
  • Lean in the direction of travel; avoid going backwards |
| Injury to Others | | • Give pedestrians right of way  
  • Be aware of surrounding’s  
  • Never move faster than normal walking speed |

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