



LOCATION DETAILS

School/Branch: School of Molecular & Biomedical Science

SAFE OPERATING PROCEDURE DETAILS

Operating/movement of items with the 400kg lifting trolley located in the Medical School South.

Date Prepared: 01/02/2008
Date Reviewed: 07/09/2009

PREPARED BY: Name, position, & Signature (insert names of supervisor, HSO, subject matter expert)

Tony Richardson – School Safety Co-ordinator
Kate Dixon – School Health & Safety Officer

Signature:

RISK ASSESSMENT

Has a risk assessment been completed and all other environmental considerations been made?

See risk assessment dated:

02/09/2009

Risk Rating:
Low
Medium
High
Very High

YES

RISKS IDENTIFIED

- Injury caused by failure of hydraulic mechanisms
- Injury caused by being struck by the descending tray
- Manual handling from pushing trolley with heavy load around corners as the front wheels don't move

SAFETY PRECAUTIONS

The following control measures **MUST** be adhered to:

- All users must be trained in the use of this equipment and the training documented in the Training Needs Analysis.
- Lifting devices are **NOT AT ANY TIME** to be used for the movement of people
- The log book must be filled out whenever the device is used

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

The following PPE must be worn at all times:

- Not required

SAFE OPERATING PROCEDURE

For a ground level load:

1. Conduct the pre-operation inspection (see Other Information) and complete the log book (attached to the device)
2. Slide the load on to the platform or tines (depending on how the equipment is being used).
3. Transport to desired location
4. Pump up to height equal to installation point

5. Slide on to bench/workplace etc
6. Return to trolley to its storage point
7. Lower the tray (see Tray Lowering Procedure in Other Information).
8. Complete the log book

For a high load:

1. Conduct the pre-operation inspection and complete the log book (attached to the device)
2. Pump up trolley to equal height with the load to be moved
3. Slide the load onto the trolley (get assistance if it is a heavy load)
4. Lower the tray/platform using the Trolley Lowering Procedures below
5. Transport to desired location
6. Pump up to height equal to installation point
7. Slide onto bench/workplace etc
8. Return trolley to its storage point
9. Lower the tray using the Trolley Lowering Procedure Below
10. Complete the log book

OTHER INFORMATION

Pre Operation Inspection:

1. Pump the tray up to maximum height.
2. Inspect the hydraulic mechanism for leaks
3. Inspect all load bearing parts and welds for cracks and/or deformation
4. Allow the tray to make a controlled descent with two stops before minimum height.

Trolley Lowering Procedure:

1. Grasp the release handle, keeping all of the hand and wrist below the guard
2. Place your other hand on the TOP of the tray
3. Look at the edge of the tray
4. Carefully release the hydraulic pressure to allow the tray to descent as slowly as possible.

NOTE: the heavier the load the quicker the tray will descend. Careful operation of the release is needed to control the rate of descent.

ADMINISTRATION

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.