

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**      **Materials Handling - Carts**

**KEY TEACHING POINTS**

- Use a cart designed for the job.
- Wear gloves and safety boots when using carts.
- Use carts with the largest diameter wheels practical.
- Use carts with hand guards.
- Push carts when possible. Pushing is easier on the back than pulling and prevents the cart from catching your heel.
- Push from the end, not the sides.
- Walk at a normal or slow pace when pushing a cart.
- Pull carts through swinging doors.
- Anchor unstable or top heavy loads.
- Store carts in designated areas with handles in the up position. Remove draw handles and store separately.
- Lubricate wheel bearing and other moving parts on a regular basis.
- Do not drop wheels off the edges of bridge plates or platforms.
- Do not cut corners or pass too close to obstacles or walls - avoid jamming your hands.
- Do not overload a cart or pile materials when obstruct your view.
- Do not use a damaged cart, particularly a cart with faulty wheels.

**TEST**

| QUESTION  | ANSWERS                       |             |
|---|-------------------------------|-------------|
|   | TRUE                          | FALSE       |
| 1. Do not use a damaged cart. Have it repaired before placing it back into service. |                               |             |
| 2. Wear gloves and safety boots when using carts.                                   |                               |             |
| 3. Pull carts to lessen the strain on the back.                                     |                               |             |
| 4. Use carts with the largest diameter wheels practical.                            |                               |             |
| 5. Push carts through swinging doors to keep you from being hit by the door.        |                               |             |
| <b>EMPLOYEE'S NAME</b>  | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b> |
| <b>INSTRUCTOR'S NAME</b>  | <b>INSTRUCTOR'S SIGNATURE</b> | <b>DATE</b> |

1. True 2. True 3. False 4. True 5. False