

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Materials Handling - Hand Trucks**

- KEY TEACHING POINTS**
- Use hand trucks with the wheels as far forward as practical.
 - Keep feet clear of the wheels.
 - Store with the tongue under a pallet, shelf, or table.
 - To Load Horizontally**
 - Tip the load to be lifted slightly forward.
 - Slide the tongue of the truck under the load.
 - To Load or Unload Vertically**
 - Load the cart with the center of gravity as close to the wheels as practical.
 - Raise by lifting with the leg muscles. Keep your back straight.
 - Lower using the leg muscles. Keep your back straight.
 - Load heavy objects below lighter objects.
 - On ramps, always control the cart from the high side.
 - Strap all containers which are fragile or under pressure to the truck.
 - Ensure the load will not slip, shift, or fall. Use straps for large or unstable loads.
 - Move the truck by tipping so the weight is carried by the axle and not by the handles.
 - Do not leave a hand truck where someone can trip over the tongue.
 - Lubricate wheel bearing and other moving parts on a regular basis.
 - Do not walk backwards when traveling with a hand truck.

TEST

| QUESTION | ANSWERS | |
|---|---------|-------|
| | TRUE | FALSE |
| 1. Store a hand truck under a pallet, shelf or table. | | |
| 2. Keep feet clear of the wheels. | | |
| 3. Pull hand trucks to lessen the strain on the back. | | |
| 4. Use straps for large or unstable loads to keep them from shifting. | | |
| 5. Walk on the low side when going up and down ramps. | | |

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| EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
| | | |
| INSTRUCTOR'S NAME | INSTRUCTOR'S SIGNATURE | DATE |
| | | |

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