WOOD PRODUCTS,

NOT ELSEWHERE CLASSIFIED

NAICS Code

321920 Wood Container and Pallet Mfg.

321999 All Other Misc. Wood Product Mfg.

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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ALL EMPLOYEES

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, not at the back.

8. Keep your back straight.

9. Get a firm grip on the object with your hands and fingers. Use handles when present.

10. Never lift anything if your hands are greasy or wet.

11. Wear protective gloves when lifting objects with sharp corners or jagged edges.

12. Hold objects as close to your body as possible.

13. Perform lifting movements smoothly and gradually; do not jerk the load.

14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

15. Set down objects in the same manner as you picked them up, except in reverse.

16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

17. Slide materials to the end of the tailgate before attempting to lift them from a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

18. Whenever possible, use mechanical lifting aids.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.

3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".

5. Allow only one person on the ladder at a time.

6. Face the ladder when climbing up or down.

7. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

9. Do not stand on the top two rungs of any ladder.

10. Do not stand on a ladder that wobbles, or that leans to the left or right.

11. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

12. If the ladder cannot be tied to the structure have another employee hold it.

13. Do not move a rolling ladder while someone is on it.

14. Do not place ladders on barrels, boxes, loose bricks, buckets, concrete blocks, or other unstable bases.

15. Do not carry items in your hands while climbing up or down a ladder.

16. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.

2. Mop up water around drinking fountains, drink dispensing machines and ice machines.

3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguisher or fire alarms.

4. Straighten or remove rugs and mats that do not lie flat on the floor.

5. Remove protruding nails or bend them down into the lumber by using a claw hammer.

6. Return tools to their storage places after use.

7. Do not use gasoline for cleaning purposes.

8. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.

9. Pick up all scrap banding and place in containers provided for it.

Rotating Equipment and Machinery

1. Long hair must be contained under a hat or hair net regardless of gender whenever you enter an area that has rotating equipment or machinery, such as drill presses, lathes, table saws, etc.

2. Do not wear loose clothing, ties, or jewelry when in any area that has rotating equipment or machinery.

OFFICE PERSONNEL

Office Safety

1. Close drawers and doors immediately after use.

2. Do not stand on furniture to reach high places.

3. Open one file cabinet drawer at a time.

4. Put heavy files in the bottom drawers of file cabinets.

5. Use the handle when closing doors, drawers, and files.

6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

7. Keep floors clear of items such as paper clips, pencils, tacks, or staples.

8. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

9. Carry pencils, scissors, and other sharp objects with the points down.

10. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.

11. Keep the paper cutter handle in the closed or locked position when it is not in use.

12. Do not use paper cutting devices if the finger guard is missing.

13. Do not place your fingers in or near the feed of a paper shredder.

14. Do not use extension or power cords that have the ground prong removed or broken off.

15. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

16. Do not throw matches, cigarettes, or other smoking materials into trash baskets.

17. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.

18. Do not connect multiple electrical devices into a single outlet.

Video Display Ergonomics

1. Take periodic rest breaks by standing up and stretching.

2. Sit up straight in your chair, with your feet on the floor or footrest.

3. If the chair height is too high, use a book or other object as a footrest.

4. Adjust your computer screen and keyboard so that they are directly in front of you.

5. Place the keyboard low enough so that the operator is not required to reach up or out for the keys.

6. Keep wrist and hands in a straight position while key stroking by keeping forearms parallel to the floor and elbows at your sides.

7. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

PRODUCTION PERSONNEL

Lockout/Tagout

**NOTE:** Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

1. Do not perform any maintenance, inspection, cleaning, adjusting, or servicing of any equipment without following the employer lockout / tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must always have your personal padlock with your name on it and personal key on your person.
3. Disconnect and padlock all machine power disconnects in the off position before removing

guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.)

1. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.

5. Replace all guards before removing personal padlocks from the control.

1. Do not use or remove another employee's protective locks. Do not remove a lock from equipment unless you placed it there.
2. Before machinery is placed back into use after LOCKOUT/TAGOUT, give a verbal

announcement/sound warning to fellow employees.

Confined Space

1. Do not perform confined space operations until you have received initial indoctrination and training, regarding your duties and responsibilities.

2. If respirators are required, do not perform any operations until trained in the specifics of the respirator protection program.

3. Obtain a confined space entry permit from your supervisor before entering the space.

4. Do not enter a confined space more than five feet deep without a full body harness and lifeline attached to a man-rated winch for retrieval.

5. Lock and tag "OUT OF SERVICE" all impellers, agitators, pumps, or any other equipment in the space before entering.

6. Open all maintenance holes to the space for ventilation.

7. If involved in confined space operations, follow all provisions of this company's written confined space program.

Machine Guarding

1. Replace the guards before starting machines, after adjusting or repairs.

2. Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.

3. Read and obey safety warnings posted on or near any machinery.

4. Follow your employer safety procedures for machine guarding.

5. Report any unguarded machine or tool to your supervisor.

General Power Saw Safety

1. Wear goggles, gloves, dust masks and hearing protection when operating the power saw.

2. Turn off the saw before making measurements, adjustments, or repairs.

3. Keep hands away from the exposed blade.

4. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.

5. If the saw becomes jammed, turn off the power before pulling out the incomplete cut.

6. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

7. Do not alter the anti-kickback device or blade guard.

Pneumatic Tools and Equipment

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

2. Do not use tools that have handles with burrs or cracks.

3. Do not use compressors if their belt guards are missing. Replace belt guards before use.

4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.

5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

6. Never point a pneumatic tacker at any person.

7. Do not tie back the safety switch on a pneumatic tacker.

8. Do not operate the overhead alligator squeezer riveting machine before visually inspecting for frayed suspension cable and missing cotter pins on the trolley suspension and the counterbalance.

9. Do not activate the floor mounted riveting machine until you are sure your hands and fingers are clear of all pinch points.

10. Lock and/or tag damaged tools "Out of Service to prevent the usage of the tool.

Electrically Powered Tools and Equipment

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives, and grinders.

3. Do not carry plugged in equipment or tools with your finger on the switch.

4. Do not carry equipment or tools by the cord.

5. Disconnect the tool from the outlet by pulling on the plug, not the cord.

6. Turn the tool off before plugging or unplugging it.

7. Do not leave tools that are "On" unattended.

8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

9. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

11. Do not remove the ground prong from electrical cords.

12. Do not connect multiple electrical tools into a single outlet.

13. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

14. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

15. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

16. Do not operate a power hand tool or portable appliance if the ground pin from the three- pronged power plug is missing or has been removed.

17. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.

18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

19. Do not talk with anyone while you are operating any piece of machinery or equipment.

Grinders

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.

2. Do not use grinding wheels that have chips, cracks, or grooves.

3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".

4. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the workpiece by using vice grip pliers, clamps, or a jig.

5. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.

6. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.

7. Do not use a grinder if it is not firmly anchored to the workbench.

8. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.

9. Do not grind on the side of an abrasive wheel labeled "Type 1”

10. Do not clamp a portable grinder in a vise to use it as a bench grinder.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.

2. Do not use chemicals from unlabeled containers and unmarked cylinders.

3. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

Portable Welding Equipment

1. Welders’ gloves are required for all welders when using welding equipment.

2. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

3. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.

4. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected.

5. Never look or gaze at the flash from the arc of a welding operation.

Spray Painting Operations

1. Do not operate spark inducing tools such as grinders, drills or sanders near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

2. Perform all spray-painting operations in the spray booth or spray room.

3. Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage" when painting is finished.

4. Do not point the spray gun toward any part of your body or at anyone else.

5. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

6. Wear safety goggles and respirator when using, applying, or handling spray paints in spray booth.

Respirators

1. Do not perform operations requiring respirators, unless you have been approved for use, trained, and fitted.

2. Inspect respirators before and after each use and after cleaning.

3. Do not work in an area that requires the use of respiratory protective equipment, if you fail to obtain a tight, leak-proof, face-to-face piece seal.

4. Do not perform operations requiring the use of respirators if you have the presence of facial hair.

5. Clean, sanitize and store respiratory equipment according to manufacturers recommendations after each use.

6. Respiratory equipment shall be stored in a clean, sanitary location.

Personal Protective Equipment

1. Wear safety glasses, goggles or face shields when operating chippers, grinders, lathes, or sanders.

2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

3. Wear a welding helmet or welding goggles during welding operations.

4. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.

5. Clean and inspect personal protective equipment, before and after use.

6. Wear Safety glasses when banding, unbanding or handling banding materials.

7. Wear ear plugs or earmuffs in areas posted "Hearing Protection Required".

Hand Tool Safety

1. Use a sharp pair of tin snips and always stand off to the side when cutting metal banding.

2. Keep the blade of all cutting tools sharp.

3. Carry all sharp tools in a sheath or holster.

4. Tag worn, damaged or defective tools "Out of Service" and do not use them.

5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

6. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.

7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

8. When using knives, shears, or other cutting tools, cut in a direction away from your body.

9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or pocket is sheathed.

10. Do not perform "make-shift" repairs to tools.

11. Do not use "cheaters" on load binders or "boomers".

12. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all compressed gas cylinders in the upright position.

3. Keep all cylinders not in use capped and secured with safety chain.

4. Do not lift compressed gas cylinders by the valve protection cap.

5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive".

6. Place cylinders on a cradle, sling board, pallet, or cylinder basket to hoist them.

7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

8. Do not store oxygen cylinders near fuel gas cylinders such propane or acetylene, or near combustible material such as oil or grease.

9. Do not hoist or transport cylinders by means of magnets or choker slings.

Use of Cylinders

1. Do not use dented, cracked, or other visibly damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.

3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

4. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

5. Stand to the side of the regulator when opening the valve.

6. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.

7. Do not use compressed gas to clean yourself, equipment, or your work area.

8. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.

9. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate leakage around the cylinder valve stem.

FORKLIFT SAFETY RULES

General Rules

1. Only employer authorized personnel may operate forklifts.

2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.

3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.

4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.

5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.

6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.

7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels to clear most uneven surfaces and debris.

8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.

9. Approach railroad tracks at a 45° angle.

10. Do not drive over objects in your pathway.

11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.

12. Steer wide when making turns.

13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.

14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

15. Obey all traffic rules and signs.

16. Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

17. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.

18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.

19. Drive in reverse and use a signal person when your vision is blocked by the load.

20. Look in the direction that you are driving; proceed when you have a clear path.

21. Do not use bare forks as a man-lift platform.

22. Do not load pallets of wood that are not banded on to the forklift.

23. Do not drive the forklift while people are on the attached aerial lift platform.

24. Drive loaded forklifts forward up ramps.

25. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.

26. Drive loaded forklifts in reverse when driving down a ramp.

27. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.

28. Do not attempt to turn around on a ramp.

29. Do not use the "Reverse" to brake.

30. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.

2. The roller tracks are not greased, or the chains are not free to travel.

3. Forks are unequally spaced, or cracks exist along the blade or at the heels.

4. Hydraulic fluid levels are below manufacturer's recommend levels.

5. Hydraulic line and fitting have excessive wear or are crimped.

6. Fluid is leaking from the lift or the tilt cylinders.

7. The hardware on the cylinders is loose.

8. Tires are excessively worn, split, or have missing tire material.

9. Air filled tires are not filled to the operating pressure indicated on the tire.

10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

Starting the Forklift

1. Apply the foot brake and shift gears to neutral before turning the key.

Picking up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.

2. Stop when the tips of your forks are about a foot from the load.

3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.

4. Lift the load high enough to clear whatever is under it.

5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

1. "Square up" and stop about one foot from desired location.

2. Level the forks and drive to the loading spot.

3. Slowly lower the load to the floor.

4. Tilt the forks slightly forward so that you do not hook the load.

5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.

2. Slowly move forward until the load is squarely over the top of the stack.

3. Level the forks and lower the mast until the load is no longer supported by the forks.

4. Look over both shoulders for obstructions and back straight out if the path is clear.

Loading Docks

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.

2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the wheels have been chocked and the dock lock has been engaged.

3. Use wheel chocks to prevent railroad cars from moving during unloading or loading.

4. Attach the bridge or dock plate before driving the forklift into the truck or railroad car.

5. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.

6. Drive straight across the bridge plates when entering or exiting the trailer.

7. Use dock lights or headlights when working in a dark trailer.

Gasoline/Diesel Fueled Forklifts

1. Never use anything with an open flame (such as lighters or lanterns) to check the fuel level in the tank.

2. Do not fuel forklifts while the engine is running.

3. Do not operate a forklift with a leak in the fuel system.

4. Use care when filling fuel tanks to avoid overfilling and spilling fuel.

5. Replace fuel tank cap before restarting engine.

6. Use only approved safety cans when storing or transporting fuel.

Propane Fueled Forklifts

1. Do not refuel forklifts with permanently mounted propane containers inside the building.

2. Do not park forklifts in areas of excessive heat or sources of ignition such as heaters, furnaces, or welding area.

3. Check tanks to ensure there are no sharp dents or gouges that could weaken the vessel.

4. Do not throw, drag, drop, or roll the propane cylinder.

5. Check fuel lines for damage, such as cuts, dry rot, chafing, or exposure to manifold heat.

6. Wear protective gloves, such as leather or cotton when changing propane tanks.

7. After installing a full cylinder, check fittings for leaks with a soap solution. Do not check cylinder for leaks with an open flame or with bare hands.

8. Make sure locating pin is intact and that it properly secures the tank to the forklift.

9. Close the propane tank service valve if the tank is kept on the forklift overnight.

10. Inspect quick-disconnect coupling for any signs of visible damage, deterioration, dirt, or debris and for damaged or missing flexible seals.

11. Inspect threads to ensure they are not flattened or gouged.

12. Open the fuel control valve fully, then turn it toward the closed position 1/4 to 1/2 turn before starting the forklift.

13. Store propane tanks in a location where they will not be exposed to high temperature rise, physical damage, or tampering.

14. Do not smoke when handling or changing propane fuel tanks.

Battery Operated Forklifts

1. Do not lay tools or metal parts on top of a battery.

2. Turn battery chargers off prior to connecting the cables to the battery posts.

3. Position the fork truck so that the battery is aligned with the rollers, or the hoist used for moving the battery and engage the fork truck brake before removing the battery and placing it onto the charging rack.

4. Set the brakes on the lift truck prior to connecting the charging cables to the battery on the lift truck.

5. Return charging cables to their designated location as soon as battery charging is complete.

6. Do not smoke in the battery charging areas.

7. Manually flip the fan motor to the "On" position before operating the battery charger.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.

2. Use a spotter to help guide carts around corners and through narrow aisles.

3. Do not stand on a cart or float or use it as a work platform.

Hand Truck Operation

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

2. Push the tongue of the hand truck all the way under the load to be moved.

3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

4. When loading hand trucks, keep your feet clear of the wheels.

5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.

6. Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.

7. If your view is obstructed, use a spotter to assist in guiding the load.

8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

9. Do not walk backward with the hand truck, unless going up stairs or ramps.

10. When going down an incline, keep the hand truck in front of you so that it can be always controlled.

11. Move hand trucks at a walking pace.

12. Store hand trucks with the tongue under a pallet, shelf, or table.

13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

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