

KEYPOINTS

**SAFE USE OF
HAND TROLLEYS**

Issue three valid from June 2018

**CERTIFICATION REQUIRED: CURRENT SENTINEL CARD
ENDORSED WITH PTS AND HT COMPETENCIES**

A decorative graphic element in the bottom right corner of the page, consisting of three parallel diagonal stripes. The stripes alternate in color between black and a bright yellow-green, creating a high-contrast, hazard-like pattern.

Keypoint Cards have been produced for many competencies as a reminder of the main duties, rules and requirements.

Further copies are available from Willsons Group Services.

To obtain an order form, email:

denise@willsons.com

(phone **01636 702334** or fax **01636 701396**)

INTRODUCTION

This booklet is to remind you of your safety and operational responsibilities where your duties require you to use a hand trolley on Network Rail managed infrastructure.

NOTE: Safe Use of Hand Trolley training and competence includes all items of Rail Bourne portable plant that have 3 wheels or more.

This booklet briefly covers:

- Types of approved hand trolleys
- Pre use checks
- Manual handling
- Protection of the line
- Use of hand trolleys
- Safe loading and operation

TYPES OF APPROVED HAND TROLLEYS

Details regarding Hand Trolleys that are approved for use on Network Rail managed Infrastructure can be gathered from approved Plant Suppliers or the Original Equipment Manufacturers (OEM)

All trolleys must have been certificated and have a valid, in date label showing the maximum uniformly distributed load (UDL).

All hand trolleys used on Network Rail managed Infrastructure must be fitted with operational brakes (a “fail safe” braking system”) and the correct brake handle must be used when operating the hand trolley.

PRE USE CHECKS

Pre-use checks of the hand trolley must always be carried out prior to use.

This must be done by a person who is competent to do so.

Each Hand Trolley must have the following labels clearly displayed:

- Unique identification
- Maximum uniformly distributed load (UDL) where applicable
- Date of next maintenance brake test
- Owners name and contact details

Hand Trolley’s must be properly assembled in accordance with the OEM instructions

A visual check of the brakes must be made before placing the Hand Trolley on the line, and its brakes must be tested by a push test before it is loaded or used.

Push bars, Side boards and End boards must be the correct type supplied by the OEM.

Only the braking lever supplied by the OEM may be used to operate the brakes.

MANUAL HANDLING

- There is the potential for muscoskeletal injuries (back injury, sprained ankle etc) and it is important that you use the correct manual handling techniques when lifting or carrying the Hand Trolley and also the equipment that you will be loading on the trolley.
- Numbers and experience of staff required to load and push the trolley should always be taken into account when planning work.
- Site conditions such as uneven ballast, rails, switches and crossings are all potential hazards that need to be carefully considered.
- Be mindful of other conditions that may cause you to slip or trip e.g. oil / frost on sleepers.

PROTECTION OF THE LINE

You **MUST NOT** place a hand trolley on to the track until the COSS has confirmed that the line is properly protected and it is safe to do so.

Remember that although a line is under protection, there may be train or On Track Plant Movements. The COSS must inform you about the safe system of work and the limits of where the trolley can be used.

On 3rd Rail DC electrified lines you need to check with the COSS that an isolation has been taken covering the area you are working in. You may need an isolation in areas where there are Overhead Electrified Lines

If you are unsure of the safe system of work, or the limits of where you may use the trolley you must **STOP** work immediately and check with the COSS.

WHEN USING HAND TROLLEYS

Always:

- Use trolleys approved for use on NRMI
- Use the correct manual handling techniques
- Have the correct number of staff to lift and load the hand trolley, and competent staff to operate
- Consider all site conditions
- Carry out all pre-use checks in accordance with OEM instructions
- Check with the COSS that the line is protected, including any required AC / DC isolations before placing the trolley on the track
- Fit and use the trolley brake lever and push bar in accordance with the OEM instructions
- Load the trolley evenly
- Work within the worksite limits as set out by the COSS
- Unload it safely and in the correct sequence
- Secure it adequately if you have to leave trackside

Never:

- Sit or ride on the hand trolley
- Interfere with the braking system
- Use a hand trolley if you don't think it's safe to do so
- Use hand trolleys on a gradient steeper than 1:150 – unless you have been specially approved (NRS 343).
- Push at more than walking pace
- Plan to exceed the SWL
- Use a trolley without relevant isolations being in place

SAFE LOADING AND OPERATION

The maximum uniformly distributed load (UDL) on a hand trolley is 1 Tonne.

The load MUST NOT interfere with the correct operation of the brake handle.

The Load MUST NOT overhang the sides of the trolley *unless a risk assessment has been completed and any necessary protection of an adjacent line has been arranged.*

Hand trolleys must be correctly and carefully loaded and unloaded.

The load should be distributed evenly and unstable or tall loads should be secured if necessary

When lifting, carrying, loading or unloading the Hand Trolley you must use the correct manual handling techniques and consider the numbers and experience of staff required to load, unload and push the trolley when planning work.

You must consider site conditions such uneven ballast, rails, switches and crossings and of other conditions that may cause you to slip or trip e.g. oil / frost on sleepers

You should consider the height needed to lift the load onto or off the trolley. For example sleeper nips used to lift a sleeper at ground level may not be suitable to safely lift a sleeper onto a trolley.

Correctly Loaded

Push bar and brake lever fitted, this load is stable and unlikely to shift during transit



Incorrectly loaded

No push bar or brake lever fitted, this load is poorly arranged and at risk of shifting during transit.



Incorrectly loaded

No push bar or brake lever fitted, this load may tip during transit and could potentially foul an open line.



GRADIENTS AND CANTED TRACK

- When using hand trolleys on gradients the method statement must consider the manpower requirements.
- Hand trolleys under Line Blockage protection arrangements must not be used on a gradient steeper than 1:50, gradients can be found in the Network Rail Hazard Directory.
- Track cant must also be considered to ensure the stability of the load.

SECURING OF HAND TROLLEYS

On completion of work the COSS must be informed and the Hand Trolley must be removed from the line.

Once removed from the line the trolley should be taken away from site.

If the trolley cannot be taken away it must be properly secured in position of safety clear of the track.

ESTIMATION OF MANPOWER REQUIREMENT

Gradient	Load			
	2000 kg	1500 kg	1000 kg	500 kg
Up to 1 in 250	(3)	(3)	2	1
1 in 250 to 1 in 150	(4)	(3)	2	1
1 in 150 to 1 in 70	(5)	(4)	3	1
1 in 70 to 1 in 50	(6)	(5)	(4)	2
1 in 50 to 1 in 30*	(6)	(5)	(4)	2

*Where authorised by local instructions () Theoretical figures



The purpose of this Keypoint Card is to act as a reminder only. If you are unsure about any issue relating to the information given here, you must refer to the appropriate module of the Rule Book GE/RT 8000 Series and current issue of M&EE Networking Group COP 18.

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Users are reminded of their own duties under health and safety legislation.

NETWORK RAIL, THE QUADRANT MK: ELDER GATE,
MILTON KEYNES MK9 1EN
WWW.NETWORKRAIL.CO.UK

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