**SAFE Work Procedure (SWP)**

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

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| Name of Task:  Cart Use  Loading and Transporting clean linens and laundry, etc. | | | | |
| Performed by | | | | |
| **Position/Job:** | | | Department/Unit: | |
| Personal Protective Equipment or other required equipment or safety considerations: None | | | | |
| **Hazards:** Sprains and strains, hand/fingers caught between cart and wall/door, etc., over exertion in pushing and pulling.  Note: This task may expose workers to musculoskeletal injury (MSI) risks. Signs and symptoms include pain, burning, numbness, tingling, swelling, loss of movement or strength in a body part. | | | | |
| **Education and training prerequisites: e.g. instructions or other SWPs→→** | | Training in-house by individuals, experienced and knowledgeable with the equipment.  Part of annual equipment list review. | | |
| **Steps to be taken to complete task safely:** | | | | |
| 1 | Inspect cart for any wear and tear, ensure the wheels are free rolling, etc. If there is a concern with carts let your supervisor know so that adjustments and/or repairs can be made. | | | |
| 2 | Always use the wheel lock when cart is stopped. | | | |
| 3 | When loading clean linen-Make sure nothing is hanging over the edge of the cart that could get stuck in the wheels. Do not overload the cart.  To reduce over reaching and bending of your back:   * Stand on a footstool for the higher shelves   - Bend your knees for the lower shelves | | | |
| 4 | Do not pile goods on your cart in a manner that obscures your view | | | |
| 5 | **Transporting or moving the cart:**  Push rather than pull the cart  When pushing the cart, place your hands just below shoulder level on the cart handle.  When pushing the cart, push with your knees, not your back.  Use the handles provided to push or pull the cart. | | | |
| 6 | When going around corners, turn the cart by pushing the corner from the side. This makes turning the cart easier and decreases the chance of twisting the spine. . If possible when cart is fully loaded have two people maneuvering the cart then: One person should be in front to guide the cart. One should be behind to push. | | | |
| 7 | Push cart slowly and keep to the right of the hallway | | | |
| **8** | If there is a lip at the entrance to an elevator, angle the cart slightly and use more momentum to get over the lip | | | |
|  | Responsibilities, Completion and Review | | | |
| *Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.* | | | | |
| Completed by and Date: | | | | Approved by: |
| Last Reviewed / Revised by and date: | | | | Note: This task will be monitored periodically to ensure compliance and effectiveness. |