

Purchasing Trolleys

What is the problem?

The problems and hazards that can arise from the use of trolleys in early childhood services are:

- the wheels are too small
- the handle to move the trolley is too low
- the design of the trolley doesn't match the items being carried
- the trolley is not sufficiently stable when fully loaded
- brakes can be awkward to apply and release.

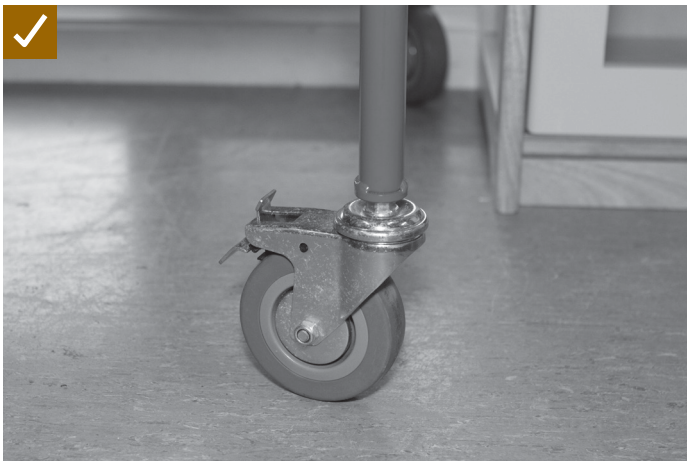
What are the solutions to this problem?

Purchasing trolleys with the following design features may enable your organisation to eliminate or minimise these problems and hazards and reduce injury risks for children's services workers.

Use wheels or castors with wider diameters

The use of small diameter wheels or castors (nominally less than 50mm) should only be limited to items that will be rarely moved, not moved very far or only over indoor surfaces, or support a small or lighter loads.

Larger diameter wheels (nominally more than 50mm and up to 200mm) should be used for loads that will be moved often, for longer distances or over a range of floor or ground surfaces, including outdoor areas, or support larger and/or heavier loads.



Provide a handle that is not lower than 900mm above the floor

The handle should be not lower than 900mm to prevent or limit workers from having to bend or reach down to grasp the trolley and push or pull it. A handle height of 1000mm is preferred.

Match the type of trolley to the items that will be carried

The trolley should be matched to the size and characteristics of the equipment that it will carry.

Four wheel, single or multi tray type trolleys should carry small to medium sized items that can rest securely on the trolley with no or minimal need to restrain the item when it is moved.



PURCHASING TROLLEYS *continued*

Two wheel trolleys should be used to carry items larger or heavier items that can be collected by sliding the trolley shelf under the item, preventing the need to lift and place it on the trolley.



Use brakes that can be easily applied and released by a worker with their foot

If brakes are needed, they should only require a downward pushing movement by a worker with their foot to both apply and release the brake mechanism.

Maintaining and cleaning

Trolleys and their components should be easy to clean and require minimal or no maintenance or present any hazards to workers during cleaning or maintenance. Solid tyres are recommended over pneumatic (air filled) tyres to minimise maintenance requirements.

Consulting with employees when purchasing new equipment

The design and use of new equipment can result in risks to employees who will work with or near this equipment. To ensure that the new equipment you choose prevents or minimises these risks you must consult with the employees who will be using it. They will be able to give you feedback on any similar items that they have previously used or are still using so you can understand the better design features and those features that are best avoided. They should also be able to help review and provide feedback on new items being considered.

Where employees are represented by Health and Safety Representatives, they must be involved in this consultation, with or without the involvement of the employees.



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