

Safe Work Procedure: Regional Linen Cart 2- Person Delivery (ramp/incline)

Department / Area: Logistics and Supply Chain Management	Approved By:	Date Created:	Review / Revised date:
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Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations																																
<table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>risk for injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward / sustained postures – reach, twist</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions – pushing heavy carts</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Materials falling-laundry bags and carts</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Surfaces causing falls-elevated surfaces, wet/ice</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Moving machinery-doors on trucks, moving the lift</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other- Traffic Accidents</td> </tr> </table>	H	M	L	risk for injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures – reach, twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – pushing heavy carts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling-laundry bags and carts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls-elevated surfaces, wet/ice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery-doors on trucks, moving the lift	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other- Traffic Accidents	<ul style="list-style-type: none"> • Gloves • Carts • Truck with lift • Safety, non slip appropriate footwear,(e.g. No Crocs)
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Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

**Employers must ensure that workers are trained and follow this safe work procedure
Steps to perform this task safely:**

Delivery of soiled linens from delivery vehicle

1. Refer to *Pick up and Transport of Loads using a Truck with a tailgate lift* Safe Work Procedure prior to engaging in the delivery using ramp/incline).
2. Fully check cart before proceeding down the ramp. Ensure all wheels are unlocked and clear from debris hampering its operation, soiled linen bags are secured on cart, and checking conditions on the ramp are free as reasonably practical of wet, ice, or snow.

2-person delivery down ramp/incline at rear of cart

3. Taking the first cart through the doors at the top of the ramp, position body at the rear of the cart with the back towards the bottom of the ramp. Each person to take ½ width of cart and start to align good body posture (arms/elbows in); position legs with “lunge” position (leg nearest cart knee over feet; opposite leg straight back for stability); keep back straight and stomach muscles tightened for good body core strength.
4. Keeping arms/elbow near body while maintaining good body mechanics, pull cart close to oneself and carefully proceed down the ramp using slow/steady speed controlling the cart’s movement. Keep feet away from cart’s wheels at all times.
5. Continue slow/steady descent down the ramp, and periodically turning head side to side looking behind to ensure no obstacles are in the way and when nearing flat surface (1/2 way point).

Note: Both workers must maintain constant communication during all phases of this Safe Work Procedure to successfully and safely move carts.

6. Once on the flat surface, re-adjust and continue down ramp (see step 1)
7. Once the cart is safely on the level floor, determine if safe to proceed into hallway and pull the cart and align along the wall as not to obstruct traffic.
8. Return to the truck and proceed with any additional carts following steps 1 through 7.
9. Transport load to the laundry department.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR