

METHOD STATEMENT – HYDRUALIC PALLET TRUCK & PLATFORM TROLLEYS



STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-007	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	07	Daily	Weekly	Monthly	Quarterly	AD Hoc
Task:	Safe use of hydraulic pallet trucks					
Date Completed:	2 March 2026					
Employee consultation and involvement:	Albeiro Betancur	✓	✓			
Re-Assessment Due*:	One Year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 020 7624 6330 / 111 / 999				






STEP 2 – PERSONEL REQUIRED (DURING ACTIVITY)

One Operative	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓			

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training and Knowledge Company safety Site - induction form	Company Manual Handling Training	Perform Visual Safety Check of Equipment	Perform Visual Check of PPE	Report damage connections, Parts, Cylinders or leakage	<u>Load Weight:</u> Check weight of your Load against the equipment (SWL) Safe Working Load	<u>Suitability vs Environment:</u> Match equipment to the work area (surface, obstacles, in/out doors, etc)	<u>Stacking & Plan:</u> Stack load safely (do you need straps, restrains..?) and plan your route in advance	<u>Check the height of load</u> (this never should be more than the longest side of the base) or be higher enough to obstruct you view across
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND PPE

Manual Handling	Slips, Trips & Falls	Vehicles	Foot Protection	Hi-Visibility Jacket	Heavy duty gloves
					
✓	✓	✓	✓	✓	✓



Responsibilities of duty holders and employees :

<i>Assess the risk</i>	<i>Competent Person actions</i>
<p>You have a responsibility to ensure that all the operations involving pallet trucks & trolleys which could result in injury are planned and adequately controlled.</p> <p>You should assess the operative competence before assigning the task</p>	<ul style="list-style-type: none"> • Maintain the pallet truck & trolley so it is safe to use. • Selecting and instructing the competent person • Ensuring that the pallet truck & trolley is visually inspected before used and on weekly intervals (Weekly H&S inspection) record. • Keeping the competent operatives informed of any changes in the pallet truck/trolley operating conditions. • Making relevant documentation available to the competent operative, e.g. RAMs, manufacturer's instructions and maintenance records; • Report promptly any defects. • Record keeping: (weekly inspection, training, etc..)

STEP 5 – PRODUCT USAGE

Product Name	Product Usage
Hydraulic Pallet Truck	Moving goods / waste management cardboard, plastic bales
Trolley	Moving goods / waste management cardboard, plastic bales

STEP 6 – PALLET TRUCKS & TROLLEYS BASIC RULES

<i>The work</i>	<i>Work Area</i>
<p>Before starting work</p> <p><u><i>Pallet Truck & Platform Trolleys</i></u></p> <ul style="list-style-type: none"> • Always plan the job and consider any possible problems (so you can deal with them early) • Take care of yourself and your surroundings. The equipment when fully loaded may be difficult to control and stop. • Check the SWL (Safe Working Load), this should be marked on the truck/trolley if it is not – contact the hire company. <ul style="list-style-type: none"> • The following items of PPE should be worn: Safety boots and gloves. Avoid loose garments and jewellery that could catch in 	<ul style="list-style-type: none"> • When working in the same area or using the same route repeatedly put up barriers or cordon the area with warning signs to prevent other people crossing the route • Ensure the work area is clear and safe and no-one is close by who could cause distraction. • The wheels of the equipment will not operate on rough or soft ground. Plan the route so a hard even floor is being used. • Use the equipment only on firm, level ground. When moving a load, keep to a sensible pace. If you go too fast, or if you try to wheel a heavy load down a slope, it could run away from you.



<p>moving parts, tie back long hair.</p> <ul style="list-style-type: none"> •The equipment MUST not be used by anyone under the influence of drugs, alcohol. <p><i>Platform Trolleys</i></p> <ul style="list-style-type: none"> •When loading and unloading, make sure that the weight is evenly distributed, or the load may overbalance. •This equipment can transport heavy objects; always get help if lifting items onto the trolley if heavier than 20Kg and follow good manual handling practices. •Use this equipment for vertical lifts only and use on a level area able to take the combined weight of the load and the equipment. •Ensure that any load is balanced and stable and that personnel stand clear of the raised load. •Ensure a good grip , push the trolley where possible instead of pulling to avoid the risk of personal injury •Make sure that the load is evenly distributed, and you've got a firm grip on the trolley. Beware that the trolley may tip if the slope is just too steep and therefore the load is too heavy. •Ensure the work area is well lit and ventilated. •Where possible, ensure brakes are on when stationary. 	<ul style="list-style-type: none"> • Never leave a load unattended.
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STEP 7 – METHOD STATEMENT

SAFETY & KNOWN HAZARDS	METHOD
<p><i>Pallet Trucks</i></p> <p><i>Check the pallet truck and the hydraulic operation if anything found to be damaged. Do not use the machine. TAG the machine OUT OF SERVICE.- Report to your manager</i></p> <ol style="list-style-type: none"> 1. Do not exceed the safe working load (SWL) marked on the equipment 2. Never allow anyone to ride the truck or trolley It is designed for carrying materials only 3. If the items are loaded onto an empty pallet. Make sure the pallet is in good condition and strong enough for the load. 4. Load carefully to ensure every load is secure. Tied or strap the items together in order to make a secure load. 5. To lift the pallet, the hydraulic control lever, usually on the right side of the handle, must be pushed away from the handle. Pump the 	<ol style="list-style-type: none"> 1. Wear safety boots and gloves 2. Always load the truck carefully and take the safest route 3. Keep the load as low as possible eith the weight distributed as evenly as possible 4. Do not allow any load to overhang by such an a mount to cause danger or injury to others 5. Always pull the load except for the final positioning or when turning or manoeuvring 6. When going up a slope with a heavy load - Always seek assistance to help by pulling on the handle as well 7. When going down a slope with a heavy load, be in front of the load. Swing the handle into its vertical position and walk down backwards acting as a break by pushing back on the handle. ALWAYS seek assistance and lighten the load if it is too heavy. 8. Stop work when approached 9. Do not leave a loaded pallet unattended while it is in the rise position. Release the hydraulic pressure and lower the pallet to the floor. 10. If the equipment do not work properly, Do not attend to repair. Report to your manager

handle to operate the hydraulic ram to lift the load.

6. Pull the control lever up towards the handle to release the load. Release the load gently and slowly or the pallet will bang heavily on the floor.
7. Do not use to transport to long distances. Push it only to get the pallet into its final position.
8. If any of the wheels becomes snagged with rubbish like rope or strips, turn the empty pallet truck on its side and remove, otherwise it could stop the wheels turning.



Platform Trolleys

9. Carry out visual inspection of the platform trolley. If anything found to be damaged. Do not use the machine. TAG the machine OUT OF SERVICE.- Report to your manager
10. Do not exceed the safe working load (SWL) marked on the equipment
11. A turntable truck should always be pulled, except when descending inclines, when it is safer to control from behind. Ensure that there is a line of sight over the top of the load.
12. Load height should allow the operator clear visibility in the direction of travel.
13. Never allow anyone to ride the trolley It is designed for carrying materials only
14. Load carefully to ensure every load is secure. Tied or strap the items together in order to make a secure load.
15. Always push the platform trolley, do not pull
16. Always check the wheels before use
17. If any of the wheels becomes snagged with rubbish like rope or strips, remove all debris, otherwise it could stop the wheels turning.
18. Never leave the load unattended
19. Where possible ensure breaks are on when stationery

Ensure brakes are on when stationary



Always check the condition of equipment before use.



Wash your hands with warm water and soap for 20 seconds after using chemicals, when arriving to work and after work

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CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Equipment Operation	Injury to users Heavy objects/bending/pulling/pushing/lifting	Musculoskeletal disorders (MSDs) / Injuries / impact / eye injuries	4	3	12	3	<ul style="list-style-type: none"> Operatives trained to follow safe system of work PPE has been issued Induction and training in place Toolbox programme / supervision / site induction Visual inspection from operative and weekly inspection by the site management in place Reporting and TAGGING (out of use) in use for faulty equipment
Equipment Operation Manual Handling	Injury to users or visitors Heavy objects/Manoeuvring through walkways and loading bays	Musculoskeletal disorders (MSDs) / Injuries / impact / eye injuries/ vehicles	4	3	12	3	<ul style="list-style-type: none"> Operatives trained to follow safe system of work when working around loading bays and carparks PPE has been issued – Secure load and ask for assistance if needed Reduce load when heavy Manual handling training and awareness in place / toolbox Near misses reporting in place New operatives to be trained by an experienced member of staff Public segregation - cordon area and signage display Push and pulling use in combination to reduce stress and injury
OVERALL RISK RATING BEFORE CONTROL: 12			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROL: 3			Very Low	Low	Medium	High	
			✓				
LIKELIHOOD 1. IMPROBABLE OCCURRENCE 2. REMOVED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE		SEVERITY 1. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illness resulting in temporary disability (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disability (e.g. loss of limb, sight) property and equipment damage 5. MAJOR: Immediate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)				INTERPRETATION 4 and below very Low risk = No further action, but ensure controls are maintained and review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of measures with a defined time period 9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action	