


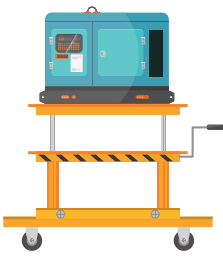


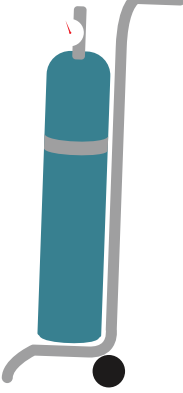



# TROLLEY SELECTION GUIDELINE

Trolleys are a standard piece of equipment that most workplaces utilise to provide employees with a safe way to move heavy or bulky items. However, there are many factors to consider when selecting a trolley for your workplace, to ensure the trolley is a worthwhile investment that employees will benefit from using. With so many options available, the time taken to make the right choice will far outweigh the pressure of frustrated employees and misused funds.

FACTORS	CONSIDERATIONS	DESIGN FEATURE
<b>ENVIRONMENT</b>  	Distance	<ul style="list-style-type: none"> <li>Mechanical assistance</li> <li>Durable castors</li> </ul>
	Floor gradient	<ul style="list-style-type: none"> <li>Mechanical assistance</li> <li>Safety brakes</li> <li>Speed control in handles</li> <li>Straps to secure load</li> </ul>
	Grip/smoothness of floor, terrain of outdoor surface if being used outdoor	<ul style="list-style-type: none"> <li>Castor material (air pressure)</li> <li>Spring castors</li> <li>Castor diameter</li> <li>Safety brakes</li> </ul>
	Stairs	<ul style="list-style-type: none"> <li>Specially designed stair trolleys taking into account, alternative solutions, practicability and results of risk assessment</li> </ul>
	Space available	<ul style="list-style-type: none"> <li>Height and width of trolley</li> </ul>
	Availability of storage	<ul style="list-style-type: none"> <li>Foldable/collapsible design</li> <li>Weight of trolley (portability)</li> </ul>
<b>TASK, ORGANISATION &amp; WORK PRACTICES</b>   	Carrying items to/from vehicle	<ul style="list-style-type: none"> <li>Overall weight of trolley</li> <li>Size of castor (for outdoor use)</li> <li>Foldable/collapsible design</li> </ul>
	Stacking items to move	<ul style="list-style-type: none"> <li>Height of trolley (visibility)</li> <li>Number of platforms</li> <li>Height of platform (to minimise bending)</li> <li>Lockable castors</li> </ul>
	Moving items from different heights	<ul style="list-style-type: none"> <li>Scissor or hydraulic lift functionality</li> </ul>
	Moving items around the workplace	<ul style="list-style-type: none"> <li>Height of platform (to suit loading/unloading)</li> </ul>
	Force (initial and sustained) required to push and pull	<ul style="list-style-type: none"> <li>Floor gradient</li> <li>Floor surface</li> <li>Castor design and material</li> <li>Mechanisation</li> </ul>
	Handling items on trolley	<ul style="list-style-type: none"> <li>Height and adjustability of platform (to minimise bending)</li> <li>Self-levelling spring base or insert</li> </ul>
	Setting up/dismantling (collapsible)	<ul style="list-style-type: none"> <li>Catch points</li> <li>Height, length, width, weight</li> <li>Handles</li> </ul>
	Organisation and work practices-administrative processes	<ul style="list-style-type: none"> <li>Testing and trialling</li> <li>Staff training</li> <li>Maintenance</li> <li>Storage</li> </ul>
<b>NATURE OF LOAD</b>  	Varies in dimension	<ul style="list-style-type: none"> <li>Sides or detachable gates</li> <li>Height of platform (to minimise bending)</li> <li>Self-levelling spring base or insert</li> </ul>
	Heavy - difficult to manoeuvre	<ul style="list-style-type: none"> <li>Number, size and configuration of castors</li> <li>Handles to allow grip</li> <li>Capacity of trolley</li> <li>Mesh or bars for visibility and weight</li> </ul>
	Specific load characteristics - such as: <ul style="list-style-type: none"> <li>predictability - person or animal,</li> <li>shape and form (e.g. drums),</li> <li>hazardous (e.g. gas cylinders),</li> <li>fragility (e.g. glass),</li> <li>extreme temperature (e.g. hot food)</li> <li>hygiene and sterility (e.g. clinical trolleys)</li> </ul>	<ul style="list-style-type: none"> <li>Product material</li> <li>Availability of straps to secure load and/or securing points for straps</li> <li>Position and dimensions of platform</li> <li>Use of dollies</li> <li>Durability</li> <li>Handle height and design</li> </ul>
<b>WORKER CHARACTERISTICS</b> 	Number of workers with variable height	<ul style="list-style-type: none"> <li>Vertical handles</li> <li>Width and height (visibility)</li> </ul>
	Medical/physical condition of workers	<ul style="list-style-type: none"> <li>Weight of trolley (strength required to push)</li> <li>Ergonomic features (e.g. scissor or hydraulic lift function, extended handles, manoeuvrability of castors)</li> <li>Power options for minimal user effort</li> </ul>

Adapted from: <https://www.commerce.wa.gov.au/publications/manual-task-solutions-trolleys>

