



## CARTS

are a necessary tool for many university employees. However, they are associated with dozens of injuries to UO employees each year. Carts are innately top heavy and can easily tip when loaded incorrectly, when making sharp turns, or when they become stuck. The wheels, or casters, can become lodged in gaps, cracks, or between terrain types. Pathways around campus vary and can pose hazards when navigating. Exterior paths hold the potential added hazard of inclement weather such as heavy rain, wind, ice, or snow. Pay attention and follow best practices for cart handling.

## CART BEST PRACTICES

- Choose the right cart for the task. Not all carts will work best for the type of load.
- Maintain carts and keep wheels free of debris buildup.
- Consider the caster type. Pneumatic casters (air-filled wheels) are better for uneven terrain/paths and are shock absorbing. Hard plastic casters are better for tile floors and carpets.
- Pay attention to weight when loading the cart. Distribute the weight and place heavier items on the bottom.
- Avoid projecting the load beyond the edge of the cart.
- Place your hands in a position on the cart to avoid contact with boundaries such as door frames or walls.
- When moving a cart, push rather than pull it. Pushing requires less physical stress than pulling.
- When a cart is stuck in a gap or crack, don't forcefully push it. It may need to be pulled out.
- Pay attention and avoid harsh inclines, obstructions, or slippery surfaces.
- If the cart or its contents begins to fall, move and let it fall!

## WHAT TO DO!

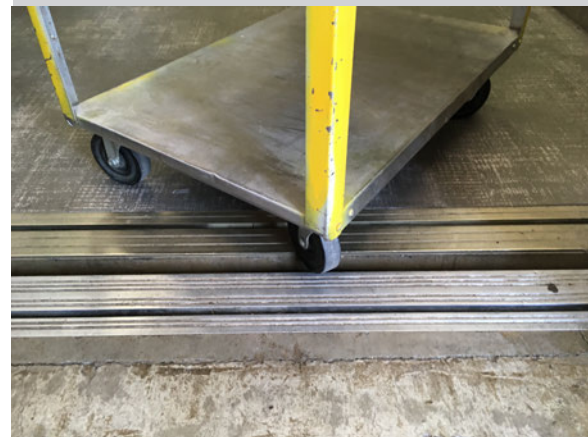
- Tell you supervisor if your cart is in need of maintenance.
- Let dropping things drop! Do not attempt to catch a falling cart or its contents!
- Follow the best practices listed above.
- Report all injuries to your supervisor immediately!
- In an emergency, call **911** and **UOPD** (541-346-2919) for immediate assistance!



Pick the right cart for the task and load!



Pay attention to the distribution of weight when loading the cart!



Pull don't push to remove stuck cart wheels! Let dropping things drop!

