

	<b>Industrial Site Services Co. Ltd</b>	Issue Date: March 2016
	<b>Safe Operating Procedures – Beam Trolley</b>	Authorised By: HSE Manager
Uncontrolled if Printed		

**DO NOT use this machine unless you are trained in its safe operation and have been given permission by a supervisor**



Safety glasses must be worn at all times in work areas



Long and loose hair must be contained



Safety footwear must be worn at all times in work areas



Close fitting/protective clothing must be worn



Rings and jewellery must not be worn



Gloves must not be worn when using operating machine

### Pre-Operational Safety Checks

1. Check for wear on wheels
2. Wheels roll smoothly
3. Washers are able to be adjusted

### Operational Safety Checks

1. Trolley is secured to the beam properly
2. Bolts are tightened properly

**Do not** Overload the weight

**Do not** hang from or ride on the trolley

### Housekeeping

1. Do not leave lying around when finished
2. Keep well lubricated

### Potential Hazards

- Someone could trip over it
- Could fall on someone