

GS 69 SHOPPING TROLLEY COLLECTION



INTRODUCTION

Shopping trolleys are a familiar sight in any shopping centre or supermarket type store and most people would have been grateful for their presence more than once.

Unfortunately, familiarity can breed contempt and the hazards associated with the management of these trolleys can be overlooked. At least one fatality has occurred as a result.

TROLLEY MANAGEMENT

In large shopping centres, stores frequently contract out the management of their shopping trolleys to collection companies and the same company may collect on behalf of more than one store chain in the centre.

Collection companies usually employ some form of motorised collection device to assist in handling the trolleys, eg. a tractor or other vehicle towing specially-designed trailers or walk behind drive unit.

Trolley collection outside large shopping centres is usually done manually by store employees.

RESPONSIBILITIES FOR OCCUPATIONAL HEALTH & SAFETY

Section 4 (2) of the Occupational Health, Safety and Welfare Act 1986 places responsibilities on the principal (who in certain circumstances can be deemed to be the employer) where contractors are used to carry out work on behalf of the principal.

Division 3 of the Occupational Health, Safety and Welfare Regulations 1995 places responsibilities for hazard identification, risk assessment and control on designers, manufacturers, suppliers and employers in relation to plant in the workplace (plant includes equipment such as shopping trolleys).

POTENTIAL HAZARDS OF TROLLEY COLLECTION

- Manual handling injury
- Vehicular traffic
- Loss of control of unrestrained trolleys
- Uneven ground
- Inclement weather
- Poor maintenance of towing vehicles/trailers/other equipment
- Falls when riding as passengers on tractors or trailers.

POLICIES AND PROCEDURES

In order to eliminate or minimise the hazards associated with trolley collection it is important that policies and procedures, which determine the responsibilities of the various parties (eg. shopping centre management, store and collection service) are developed.

These procedures then need to be supervised and enforced at store level.

GUIDELINES FOR TROLLEY COLLECTION

- (1) Trolley collection needs should be considered when shopping centres/supermarkets are designed.
- (2) Where possible, trolley return routes should be separated from those for public access.
- (3) Clearly designated trolley return areas should be provided in carparks.

- (4) To minimise the risk of manual handling injury, motorised collection devices should be used wherever possible.
- (5) Any vehicles (including trailers) and other equipment should receive documented regular maintenance.
- (6) Equipment must be fitted with appropriate warning devices as required by the Road Traffic Act (The Department of Transport should be consulted for details and for registration/permit requirements).
- (7) No passengers should be allowed to ride on vehicles or trailers unless specific provisions are made for this purpose.
- (8) Trolleys to be restrained by the use of strong, lightweight straps, eg. rope, preferably latched. **Elastic straps must never be used due to danger of dislodgment.**
- (9) Manual handling methods for loading/unloading trailers to be determined (see below)
- (10) Where trolleys must be moved manually over the whole distance, as a general rule, not more than 12 should be moved together by one person. If two people are working together this may be increased to 20. In all cases this is over a flat, level surface. **The numbers should be reduced according to the terrain over which the trolleys have to be moved, eg. over ramps or up slopes.**
Note: A documented risk assessment may vary the above

In summer wide-brimmed hats and sunscreen must be provided.

Where a uniform is provided this should consist of long sleeved shirt, trousers and appropriate footwear.

Reflective clothing for day time and fluorescent or other high visibility clothing for night time collection should be worn.

For further information contact:

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TRAINING AND SUPERVISION

All trolley collectors and drivers must receive training in accordance with the employer's policies and procedures and in the use of specific collection equipment.

Employers should make regular visits to car park areas to ensure instructions are being complied with.

Trolley collection should be included in hazard management checklists.

Where trolley collection services are used Store Managers must ensure that the collection service have policies and procedures, (including safe work practices) in place, and monitor that these are complied with by collectors. It should also be ascertained that collectors have received appropriate training.

PROTECTIVE EQUIPMENT

Wet-weather gear must be provided by the employer where collection requires exposure to inclement weather.