

SHOPPING TROLLEY COLLECTION

INTRODUCTION

To raise awareness of the hazards associated with shopping trolley collection and to eliminate or minimise the risks.

STATUTORY REQUIREMENTS

The *Occupational Health, Safety and Welfare Act 1986* (the Act) requires employers to provide a safe work environment, safe systems of work and ensure that plant is maintained in a safe condition.

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.

Section 4 (2) of the Act places responsibilities on the principal, who in certain circumstances can be deemed to be the employer, and can include the contractor. In many circumstances contractors are used to carry out the work on behalf of the principal.

BACKGROUND

TROLLEY MANAGEMENT

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

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

Store employees usually manually collect trolleys outside large shopping centres.

RISK CONTROL MEASURES

POTENTIAL HAZARDS OF TROLLEY COLLECTION

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

POLICIES AND PROCEDURES

The hazards associated with the management of shopping trolleys can be overlooked. To eliminate or minimise the hazards associated with trolley collection, it is important that policies and procedures are developed that set out the responsibilities of the various parties, such as shopping centre management, store and collection services.

Policies and procedures need to be supervised and enforced at store level.

GUIDELINES FOR TROLLEY COLLECTION

- Trolley collection needs should be considered when shopping centres and supermarkets are designed.
- Where possible, trolley return routes should be separated from public access routes.
- Clearly designated trolley return areas should be provided in carparks.
- To minimise the risk of manual handling injury, motorised collection devices should be used wherever possible.
- Vehicles and any other equipment should receive regular documented maintenance by qualified persons.
- Equipment must be fitted with appropriate warning devices as required by the *Road Traffic Act 1961*. The Department of Transport should be consulted for further details and for registration and permit requirements.

- No passengers should be allowed to ride on vehicles or trailers unless specific provisions are made for this purpose.
- Trolleys should be restrained by the use of strong, lightweight straps, such as rope, it is preferred that all straps are latched. Elastic straps must never be used due to the danger of dislodgment.
- Manual handling methods for loading/unloading trailers are to be determined and documented.
- Where trolleys must be moved manually over the whole distance, as a general rule no more than 12 should be moved together by one person. If two people are working together the number of trolleys moved may be increased to 20. In all cases trolleys must only be moved manually over flat, level surfaces. The numbers should be reduced according to the terrain over which the trolleys have to be moved, such as over ramps or up slopes.

Note: If the risk assessment for a specific workplace identifies that it is unsafe to move the maximum recommended number of trolleys manually, staff should adhere to the numbers document in the risk assessment.

TRAINING AND SUPERVISION

All trolley collectors and drivers must receive training in the use of specific collection equipment, in accordance with the employer's policies and procedures. Employers should make regular visits to carpark 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 has policies and procedures in place, including safe work practices, and monitor that collectors comply with policies and procedures. It should also be ascertained that collectors have received appropriate training.

PROTECTIVE EQUIPMENT

The employer must provide wet weather gear if collection requires exposure to inclement weather.

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

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

Reflective clothing for daytime and fluorescent or other high visibility clothing for evening collection should be worn.

FURTHER INFORMATION

SafeWork SA
GPO Box 465
ADELAIDE SA 5001

Country Offices
Berri, Mount Gambier, Port Lincoln, Port Pirie and Whyalla

Help and Early Intervention Centre
Library and Bookshop
100 Waymouth Street, Adelaide

Telephone: 1300 365 255
(If calling from a mobile phone or from Interstate call (08) 8303 0400)

Website: www.safework.sa.gov.au

Re-issued December 2007

Review December 2008