

## **Utility Cart Safety Employee Booklet**

Utility carts are a common sight in today's workplace. They're a great way to get around the facility but, like many other aspects of your job, driving a golf cart requires attention to safety and a commitment to following safe operating procedures.

Most people associate workplace injuries with industrial applications such as welding burns or injuries caused by machinery. Back injuries and slips and falls come to mind as well. Yes, these *are* common injuries but they aren't the only ones. Failure to follow safe operating procedures when driving a golf cart can have equally tragic consequences.

Driving a cart can easily result in an injury to yourself, passengers or co-workers, if you don't follow the rules. This program is designed to give you an overview of safe cart operation. This program covers Daily Inspections, General Safe Operating Procedures, and Rules for Riders and Driving Safely around Pedestrians.

Obviously, we can't cover every situation or safety concern you may encounter in your workplace. That's why it's important to always **ask your supervisor if you have any questions.**

Utility carts may only be operated by employees who have been trained and authorized. If you haven't been trained or are not authorized to use the equipment, don't do it. It's that simple.

### **Daily Inspections**

At a minimum, every cart should be inspected at least once a day. It's recommended that you inspect the cart at the beginning of your shift or when operating it for the first time that day. After all, how do you know if something happened to compromise the safety of the vehicle on the last shift if you don't inspect it yourself? The answer is you don't. A basic walk around inspection only takes a few minutes and it really does make a difference.

Check the tires for proper inflation. Are there any loose parts? How about the steering? Is it loose? Any fluid leaks? These items and others are things to check out *before* you attempt to start the cart.

If you do notice hazard or defect, don't use the vehicle. Notify your supervisor immediately so it can be repaired or placed out of service. Start the cart and listen for any unusual noises. Take the time for daily inspections; it really does make a difference.

### **Safe Operating Procedures**

Always observe the recommended load limits. Overloading a cart can cause it to be unbalanced and put you and others at risk.

Keep your hands, arms and legs inside the vehicle at all times. An arm, leg or hand outside the running lines of the cart can be easily scraped, bumped or crushed during travel. Before proceeding, look around you for any pedestrian or vehicle traffic. Press the accelerator gently. Avoid sudden, jerky starts or stops.

Always drive at a safe speed and never drive faster than is permitted at your facility. Speeding in a golf cart is a recipe for disaster. If the surface is wet or slick or there are pedestrians in the vicinity you will need to reduce your speed accordingly.

Pay attention to your surroundings and avoid distractions. Don't talk to passengers, use your radio or eat lunch or drink coffee or other liquids while the cart is in motion. It's extremely important to keep both hands on the steering wheel at all times. Focus on your job... driving safely.

Always look in the direction of travel. If you are backing up, look behind you. If you are driving around or near other vehicles or pedestrians, remember that even though you see them, they might not see you. Use your horn when necessary to get the attention of pedestrians or other operators.

When approaching a corner or blind intersection slow down and sound your horn. This will alert others in the area to your presence. Wait for all vehicle and pedestrian traffic to clear before proceeding. **Remember, pedestrians always have the right of way.**

Always follow other carts at a safe distance. If the cart in front of you makes a sudden stop, you'll want to leave yourself plenty of room to stop as well. Many carts have a high center of gravity making a turn-over a real possibility. For this reason, slow down when cornering... it's the safe thing to do.

If you need to go up or down a ramp, exercise caution and drive carefully. You may need to make a 180 degree turn at the top or bottom so stay to the right when travelling. Exercise caution and make your turn slowly.

If you need to stop the cart and leave it unattended, turn off the motor, put the cart in neutral and take the key with you. Don't park the cart in heavily trafficked areas and never block access to fire extinguishers, emergency exits or other equipment or machinery. Above all, be a courteous driver and operate your vehicle in a responsible, professional manner at all times.

**Racing, stunts or horseplay of any kind is strictly prohibited.**

#### **Rules for Riders**

You should never exceed the manufacturer's recommended occupant load. If the carts designed for one passenger, then one passenger is all that is permitted. No exceptions. All passengers must remain seated in designated areas and remember to always keep their hands, arms, legs and other body parts inside the cart at all times.

Passengers should make sure the vehicle has come to a complete stop before getting out. Getting out while the cart may result in the cart running over your foot or cause a nasty slip and fall...and nobody wants that to happen. While the vehicle is in motion, passengers should hold on to handles provided to avoid being thrown from the vehicle should the cart hit a bump or make a sudden sharp turn.

If at any time you have a question about how to operate your cart safely in a particular situation or environment, stop and ask your supervisor. **Don't take chances.**

Driving a utility cart can be dangerous...but it doesn't have to be. If you follow established procedures you shouldn't have a problem. Everybody wants a safe place to work and by paying attention to safety you'll be doing your part.

**Please complete the exam at the end of this booklet.**

## TRAINING EXAM

1. If you have a question about the safety of the cart you are to operate you should \_\_\_\_\_.
  - A. Wait until the end of your shift, and then report it
  - B. Report it to your Supervisor immediately
  - C. Fix it yourself
  - D. None of the Above
  
2. Riders should hold onto the handrail while the cart is in motion.  
True or False
  
3. When going up or down a ramp you should stay towards the center to make a turn at the top or bottom easier.  
True or False
  
4. Which of the following should you do if you must leave the cart unattended?
  - A. Turn off the motor
  - B. Shift the cart to Neutral
  - C. Take the keys with you
  - D. All of the above
  
5. You may park your cart in front of an emergency exit if you leave the keys in the cart.  
True or False
  
6. Riders may stand up in the back of the cart if they securely hold on to the rail.  
True or False
  
7. You must be \_\_\_\_\_ to operate a utility cart.
  - A. Experienced and Safe
  - B. Experienced and Trained
  - C. Trained and Safe
  - D. Trained and Authorized
  
8. How often should basic walk-around inspections be performed?
  - A. At least once a day
  - B. At least once a week
  - C. At least once a month
  - D. When needed
  
9. Exceeding the cart's carrying capacity may cause the cart to be unbalanced.  
True or False
  
10. Which of the following always has the right of way?
  - A. Carts
  - B. Pedestrians
  - C. Automobiles
  - D. Forklifts