*Safe Work Practices* Handling Bell Carts

**Hazards:** Heavy bell carts can lead to muscle strains and other soft-tissue injuries

**Equipment:** Loaded bell cart

**Personal protective equipment:** N/A

**Training required:** On-the-job training

**Legal requirements:** N/A

# Safe work practices

* When moving bell carts, make sure the swivelling casters (wheels) are closest to you and the fixed casters are on the opposite end of the cart.
* Push bell carts whenever possible.
* Pull loaded carts into and out of elevators. The only other time you should pull carts is if your view beyond the cart is obstructed — for example, when using tour carts.
* If it is necessary to pull a cart, bend your arms — don’t stretch them out when pulling. You will need to be closer to the cart than when you are pushing it.
* Once the cart is loaded, check the perimeter to ensure that no one is in the way of the cart’s path.
* Don’t overload the cart. If it is too heavy to move on your own, remove some of the weight.
* Don’t load bags outside the frame of a tour cart. This is only permitted if you have to attach small bags to the notches on the corners of the cart.
* If the cart has brakes, secure them when the cart is not in use.

References: *Ergonomic Tips for the Hospitality Industry: Preventing Injuries when Handling Luggage* (WorkSafeBC pamphlet PH59)