

**Health, Safety &
Wellbeing Department
SAFETY ALERT**



Ref:

Issued: 13/04/2023

FOR:	IMMEDIATE ACTION	<input type="checkbox"/>
	ACTION	<input checked="" type="checkbox"/>
	UPDATE	<input type="checkbox"/>
	INFORMATION REQUEST	<input type="checkbox"/>

SUBJECT:
Moving and handling of wheeled equipment such as IT cabinets, roll cages and trolleys.
PROBLEM:
Increase in HSE reportable incidents involving wheeled equipment.
ACTION BY:
Senior nurses, Supervisors and Managers.
ACTION:
<ol style="list-style-type: none"> 1. Colleagues are to be reminded that they must ensure that working conditions are optimal prior to commencing tasks. Particularly when working at height. 2. Colleagues to be reminded to check routes prior to commencing any movement or handling of wheeled equipment and ensure that all hazards are managed appropriately. 3. Colleagues to be encouraged to apply the SLAM (Stop, Look, Assess, Manage) technique if there are any challenges identified in using the equipment. 4. Colleagues to be reminded that any equipment that is badly damaged or faulty and to use it would place them at significant risk of injury, e.g. no working brakes, is to be, where appropriate, taken out of use and set aside for repair or disposal. An FRM7 must also be completed. Colleagues should then find or insist on an alternative that is in good working order. 5. If the above adds time to the task then managers must be understanding and encouraging of this action as that this is the best option and will take less time than managing an incident. 6. Ensure all colleagues manual handling training for the movement and use of wheeled equipment is up to date.

DISTRIBUTION:

Senior Nurses, Area matrons, Heads of Region, Transport and logistics managers, Hospital services managers, Manufacturing Managers, warehouse managers, Estates and facilities managers, TAS unit managers, Laboratory Managers, Plasma clinic managers, Donor experience marketing managers, Tissue and Eye services departmental managers

CONTACTS:

Local HSW advisors.

FEEDBACK REQUIREMENTS:

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