

Bin Stack Trolley for 2 wheel bins

SAFETY FIRST

- Always ensure work area is clean and safe at all times.
- Always wear steel cap boots, gloves, hearing, or other personal protective equipment (PPE), as required.
- Always use correct manual handling techniques.

Obtain Trolley

- 1.** Obtain stack trolley and adjust front fork to a height that fits just under the rim of the bin on the bottom of the bin stack. Adjust height of handle to the same height as fork.
- 2.** Remove the plastic sleeve from the stack if applicable.

Check for water

- 3.** Check top bin of stack does not contain water. (Use step ladder if required to empty water from top bin)

Lift stack

- 4.** Apply brakes to rear wheels
- 5.** Raise the rear wheels of the trolley and position the forks of the stack trolley up and under the front rim of the bottom bin in the stack. (image 1)

Notes:

- *Ensure the vertical ribs of the bin are between the forks on the stack trolley to prevent the stack falling over.*
- *Ensure trolley is on level ground before lifting stack.*

Lower trolley

- 6.** Slowly and carefully lower the rear wheels of the stack trolley to the ground. (image 2)

Notes:

- *Place one hand on the stack for support during the lowering to prevent the stack coming all the way down prematurely.*



Image 1



Image 2

Bin Stack Trolley for 2 wheel bins

Lower stack

- 7.** Slowly and carefully lower the stack of bins onto the two supports of the stack trolley. (image 3)

Note:

- *Always stand towards side of stack when lowering*



Image 3

Work continues

- 8.** The stack of bins can now be separated, moved, or otherwise worked upon with a reduced risk of personal injury. (image 4)

Note:

- *Apply the brakes on the rear wheels whenever the trolley is stationary*
- *If necessary, use bin separator to slide bins apart.*



Image 4

Half-way

- 9.** If separating bin stacks, once the stack has been reduced past the first supporting upright of the trolley, the stack should be removed from the trolley by reversing steps 4, 5, 6 and 7, and lowered manually to the ground for separation. (image 5)



Image 25

IMPORTANT POINTS

- Always ensure trolley is on level ground before lifting or lowering a stack of bins
- Always apply the brakes to the rear wheels whenever the trolley is stationary
- Always ensure that bins are empty before lifting or lowering a stack of bins with the trolley
- Position the stack trolley securely under the front rim of the bottom bin in the stack, before lowering the stack onto the trolley.
- Always stand clear of bin stacks that have water in them or have the potential to fall forward.

MAINTENANCE PRE CHECKS

You must check that:

The stack trolley is in good working order, i.e. No broken welds, no bent supports, wheels ok, no significant rust etc.

CHANGES AND SUGGESTIONS

If you have any suggestions to improve this document please email your suggestion to info@sulo.com.au