

The Headquarters Environmental Safety Staff (HESS) is providing the following guidance for proposed ride-on carts for small-scale material handling requirements.

Component procurement is strongly discouraged because of the potential safety-related issues. Currently large ride-on type carts are minimized to the Office of Medical Services, Agency Courier Services, Headquarters Area Distribution Branch and the operations and maintenance contractor for large scale material movement and emergency response. These types of carts require considerable operating and storage space, routine maintenance, and operator skill. The use of this equipment is restricted in areas of the facility and they are incapable of entering many internal spaces because of their size. Furthermore, components should be advised that HESS routinely receives complaints concerning pedestrian safety and the operation of these carts in our hallways. It is therefore recommended that the procurement of these carts be limited to the above offices to the extent possible. Exceptions must be approved in writing by Chief, Facilities Management Group.

When considering routine and repetitive material handling, some of the suggested alternatives offer an ergonomic benefit for worker safety over the ride-on cart for routine and repetitive material handling. Several selections have a hydraulic lift capability which lowers and raises the material requiring less worker bending. This decreases the likelihood of a potential back injury commonly associated with repeated lifting. If the component foresees substantial and repeated material movement, this feature presents an excellent solution to this potential hazard. Suggested alternatives also allow greater flexibility in material handling and eliminate many of the above referenced safety concerns presented by the larger ride-on carts and do not require substantial storage space.

Components should also consider consulting with the Agency's Ergonomics Program Manager for further assistance. The program was created to assist employees in addressing workplace issues and equipment selection to maximum worker comfort, safety, and productivity. The Program Manager is [redacted] OMS/NSB who can be reached on [redacted]

Should you have any questions regarding this memo or would like more information on suggested alternatives, please contact the undersigned on [redacted] A HESS representative will be happy to meet with anyone who wishes to discuss any of these issues further.

[redacted] CSP  
Chief, Headquarters Environmental Safety Staff