

## SAFE USE OF BEAM TROLLEYS (PLAIN & GEARED)

Applies to: Plain push beam trolleys, geared beam trolleys, and similar adjustable I-beam trolleys used with manual or powered hoists

### **Purpose**

Beam trolleys are used to suspend and move lifting equipment along an overhead beam or runway. Plain (push) trolleys are moved manually by pushing or pulling the load, while geared trolleys are operated using a hand chain.

This leaflet provides guidance for safe selection, installation, and operation to prevent accidents, derailment, or equipment damage.

### **Before Use**

- Inspect the trolley – Check wheels, side plates, axle pins, gears, chains, and bearings for cracks, distortion, or excessive wear.
- Verify SWL (Safe Working Load) – Ensure the trolley's rated capacity equals or exceeds the combined weight of the hoist and load.
- Check certification – Ensure the trolley and associated lifting gear have valid inspection and test certificates.
- Confirm beam compatibility – The trolley must suit the beam width and flange thickness as per manufacturer specification.
- Check wheel alignment – Ensure wheels run evenly on the beam flange and are free from obstruction.
- Verify security – Ensure all adjustment nuts, locking pins, and safety clips are fitted and tight.
- Ensure free movement – Push or roll the trolley through its full travel before attaching any load.
- Ensure operator competence – Only trained and authorised personnel may install or use beam trolleys.

### **During Operation**

- Attach hoist directly to the trolley suspension eye or shackle – never to the beam.
- Keep load centred beneath the trolley to prevent side pull or twist.
- Move loads slowly and smoothly – avoid jerking or rapid movement.
- For geared trolleys, pull the hand chain vertically to prevent derailment or uneven loading.
- Ensure the travel path is clear of obstacles, personnel, and obstructions.
- Maintain communication with signallers or team members during lifts.
- Stop immediately if abnormal noise, vibration, or resistance occurs.
- Always use tag lines to guide long or unstable loads safely.

### **Do Not**

- Exceed the trolley's rated capacity.
- Pull the trolley at an angle or drag it sideways.
- Allow the trolley to collide violently with stops or other trolleys.
- Use as a lifting point without a correctly fitted hoist.
- Modify, weld, or drill any trolley components.
- Work or stand beneath a moving or suspended load.

- Use the trolley if wheels, gears, or side plates are damaged.
- Leave suspended loads unattended.

### **After Use**

- Move the trolley to a safe position and fully lower the load.
- Inspect for wear, loose bolts, or other damage.
- Clean dirt and debris from wheels, gears, and chains.
- Lightly lubricate wheels and gears where applicable.
- Tag out any defective trolley and report immediately to your supervisor.
- Store the trolley in a clean, dry, and secure area.

### **Safety Reminders**

- Always follow the manufacturer's instructions and rated load data.
- Conduct a pre-use inspection and function test before each shift.
- Ensure all lifting operations are planned and supervised by a competent person.
- Never exceed the SWL of the trolley, hoist, or supporting structure.
- Maintain proper PPE: safety helmet, gloves, safety boots, and high-visibility clothing.
- Arrange periodic thorough examination by a competent person in accordance with LOLER.

### **Support and Maintenance**

For service, inspection, and spare parts, contact your local Lifting Gear and Safety Depot

## **Depot List**

**Bristol:** 0117 9714883  
**Avonmouth:** 0117 9550456  
**Newport:** 01633 334450  
**Port Talbot:** 01639 540007  
**Pembroke:** 01646 574000  
**Plymouth:** 01752 474488  
**Fareham:** 01329 550988  
**Redruth:** 01209 703990