

## FACT SHEET 09

### TRAINING REQUIREMENTS FOR HAND PALLET TRUCKS

Hand pallet trucks, or rather their operators, are responsible for many accidents in the work place. Training requirements should not be under-estimated.

Regulation 9 of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) makes it very clear that an employer must provide adequate training for all persons who use work equipment. This includes training in how the equipment should be used, the risks involved and precautions to be taken.

The same regulation makes it clear that those who supervise or manage the use of such equipment must also receive adequate, similar training.

All the various types of hand controlled pallet trucks would fall into this category, from the simple manual pump truck through to quite complex electric counterbalance stackers. The degree of training required, and the time it will take, will vary according to the type of equipment and the tasks to be performed.

For the more basic equipment it may be possible to provide in-house training. This still needs to be properly organised and formally recorded. If in any doubt professional advice should be sought. Although the HSC publication L117 (see below) is for rider-operated lift trucks, the basic principles and training requirements described should still be applied to hand operated equipment.

Further information is available in the following publications which are readily available from HSE Books (Telephone 01787 881165).

Provision and Use of Work Equipment Regulations 1998  
Approved Code of Practice and Guidance  
HSC Code L22  
ISBN 0-7176-1626-6  
Price £8.00

Rider-Operated Lift Trucks: Operator Training  
Approved Code of Practice and Guidance  
HSC Code L117  
ISBN: 0-7176-2455-2  
Price £5.00

---

The information in this Fact Sheet has been assembled and interpreted to give truck owners and users basic guidance on frequently asked questions. Further important information will be given in the quoted reference documents. Responsibility for meeting the safety obligations discussed rests with the employer, and the FLTA will not accept liability for any problem arising as a result of the content of this document. **Technical Bulletins, containing more detailed information and updated as appropriate, are made available free to members of the FLTA SAFE USER GROUP.**

Fork Lift Truck Association, Manor Farm Buildings, Lasham, Alton, Hampshire GU34 5SL  
Tel: 01256 381441 Fax: 01256 381735 [mail@fork-truck.org.uk](mailto:mail@fork-truck.org.uk) [www.fork-truck.org.uk](http://www.fork-truck.org.uk)