



SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

A golf cart is a small, battery-powered, three- or four-wheel vehicle used for transporting one or two golfers and their equipment around a golf course. While this is what they were actually designed for, golf carts are now used for many other purposes and, because of this, more and more people are experiencing serious injuries from golf cart accidents. Here at Emory, golf carts are used to deliver mail, food, tools, interoffice supplies and equipment. They also are an efficient means of transportation for groundskeepers, maintenance workers, Food Services, Campus Services and tour guides. Employees driving golf carts are not an unusual sight.



Accidents and Injuries

Golf carts can be fun and easy to operate; however, they can also be dangerous. They are involved in a number of accidents each year, resulting in personal injury, death and property damage. Common accidents include cart overturns, collisions, falling and people being struck or run over by a cart. To prevent accidents in the workplace, all employees who operate electric golf carts must have a valid driver's license before using the vehicle. So if you are an operator or a passenger, make sure you observe and follow safety rules.

Operating a Golf Cart

- Golf cart operators must have a valid driver's license before operating golf cart.
- Operators must obey and follow all traffic rules.
- Drivers and passengers must remain seated while the vehicle is moving.
- If the golf cart has seat belts or restraints, the operator and all passengers should be restrained.
- Never exceed the number of available seats for the number of passengers.
- Never back up the golf cart without first looking to make sure there are no possible collisions.
- Never shift gears while the vehicle is in motion.

Safety Tips for Preventing Accidents in Golf Cart

- Always give the pedestrian the right of way, especially when driving on sidewalks.
- All passengers need to keep hands, arms, legs and feet inside the golf cart when the golf cart is in motion.
- Approach sharp or blind corners with caution and reduce speed.
- Reduce speed to compensate for inclines, pedestrians and weather conditions.
- Never leave the keys in the golf cart when unattended.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – GOLF CART SAFETY

- Maintain adequate distance between vehicles and pedestrians.
- When the golf cart is not in use, place the control lever in park or neutral position and set the parking break.
- Always consider the terrain, as well as environmental factors that may affect your ability to operate the vehicle safely.

Inspecting and Maintaining a Golf Cart

Inspect each golf cart daily before use. If the golf cart is in need of repairs or maintenance, the vehicle should be taken out of service. Report any damage or maintenance needs to a supervisor immediately.

- Check tires for proper inflation, cuts or punctures.
- Check that steering is normal.
- Check that forward and reverse gears are operational.
- Check brakes for proper operation.

Battery Recharge

When recharging the batteries, observe the following safety rules:

- Recharge the cart in the designated charging area, parking close to a fire extinguisher.
- Do not smoke near the recharge station.
- Use only an approved battery charger to recharge the batteries (designed to shut off automatically when the batteries are fully charged).
- Do not recharge near an open flame or source of ignition.
- Disconnect all battery charger cords before using the golf cart.

Summary

Golf carts are useful tools that help people get from one point to another. However, if used incorrectly, the passengers may fall out of the cart, roll their cart, get run over by a cart or even be struck by the cart. These accidents can result in many types of injuries, and sometimes death. It is important to remember and to follow all the rules for golf cart safety. This will prevent most (if not all) golf cart accidents.

Questions for Discussion

1. What should you do before operating a golf cart?

Answer: Inspect each golf cart daily before use:

- Check tires for proper inflation, cuts, or punctures.
- Check that steering is normal.
- Check that forward and reverse gears are operational.
- Check brakes for proper operation.

2. When the golf cart is not in use, the operator must **never** leave the _____ in the golf cart when it is unattended.

Answer: Keys

3. When recharging the golf cart battery, you should not recharge near an:
 - a. Open Flame
 - b. Loading Dock
 - c. Source of Ignition
 - d. Both A & C

Answer: Both A & C Do not recharge battery near an open flame or source of ignition.