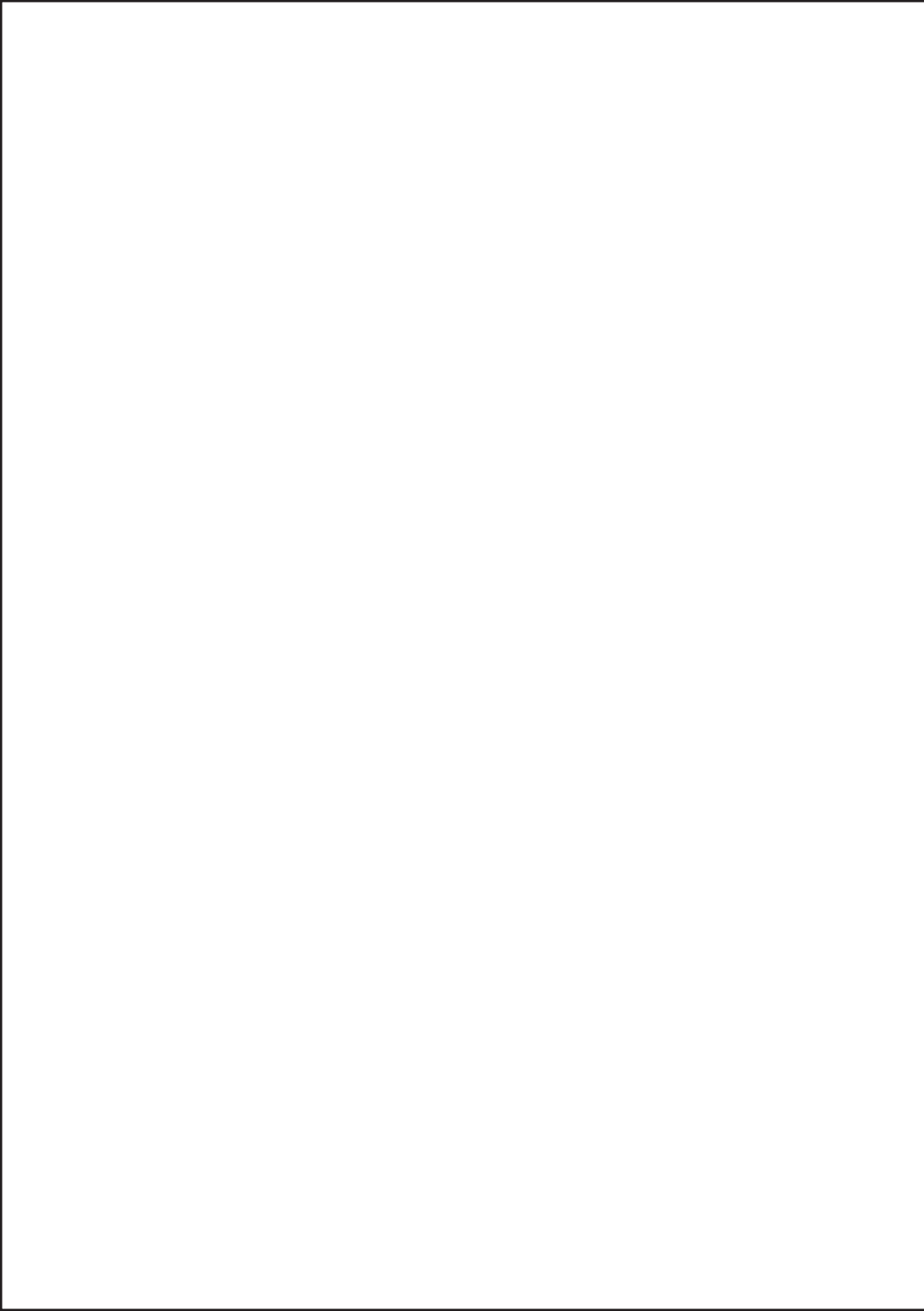


# CASTOR SAFETY MANUAL



# SAFETY MANUAL

Thank you for choosing our castors for your equipment. This safety manual is intended to provide essential guidelines and precautions for the safe operation and maintenance of castor wheels. Please carefully review this manual before using the castors.

## Table of Contents

Introduction	2
Types of Castors	2
Proper Use and Application	2
Installation Guidelines	2-3
Operating Safety Precautions	4
Maintenance and Inspection Procedures	4
Emergency Procedures	4
Safety Training and Education	4
Contact Information	4

## Introduction

Castor wheels are vital components used in a wide range of applications to enable smooth mobility and manoeuvrability of equipment. This manual aims to promote safety awareness and best practices for castor usage.

## Types of Castors

- ⊙ Swivel Castors: Allow for multi directional movement.
- ⊙ Fixed Castors: Provide straightforward movement in one direction.
- ⊙ Locking Castors: Offer the ability to lock wheels in place to prevent movement.

## Proper Use and Application:

- ⊙ Select castors suitable for the specific application, considering factors such as load capacity, wheel material, and environment.
- ⊙ Avoid exceeding the maximum load capacity of the castors to prevent overloading and potential failure.
- ⊙ Ensure compatibility between castors and the equipment they are installed on.

## Installation Guidelines

- ⊙ Select the Right Caster  
Choose a caster wheel suitable for your application based on factors like load capacity, floor type, and environment (indoor/outdoor, temperature, chemical exposure, etc.).
- ⊙ Prepare the Area  
Clear the area where you'll be installing the caster wheel. Make sure the floor is clean and free of any obstacles.
- ⊙ Positioning  
Decide where you want to install the caster wheel. Mark the position on the object or equipment where the caster will be mounted.
- ⊙ Drilling Holes (if necessary)  
If your caster wheel requires mounting holes, measure and mark the locations accurately. Use a drill with the appropriate bit size to create the holes.

### ⦿ Mounting Plate Attachment

If your caster wheel has a mounting plate, align it with the pre-drilled holes or the marked positions. Secure it in place using screws, bolts, or rivets, depending on the design of the caster and the material of the object.

### ⦿ Stem Installation

If your caster wheel has a stem, insert it into the appropriate mounting hole and secure it using a retaining washer or nut. Ensure it's firmly in place to prevent wobbling.

### ⦿ Locking Mechanism

If your caster wheel has a locking mechanism (such as a brake), ensure it's properly engaged or disengaged according to your needs.

### ⦿ Test the Installation

Once installed, test the caster wheel to ensure it rotates smoothly and supports the intended load without any issues. Check for any wobbling or instability.

### ⦿ Regular Maintenance

Periodically inspect the caster wheel for signs of wear and tear. Lubricate moving parts if necessary and tighten any loose screws or bolts to maintain optimal performance.

### ⦿ Installation Safety Precautions

Always follow safety guidelines when installing caster wheels, especially if they're being used in industrial or heavy-duty applications. Ensure proper weight distribution and avoid overloading the caster beyond its rated capacity.

By following these steps, you can ensure the proper installation of caster wheels for your specific application, whether it's for furniture, carts, equipment, or other objects that require mobility.

## **Operating Safety Precautions**

- ⦿ Always lock castor wheels when equipment is stationary to prevent unintended movement.
- ⦿ Be cautious when moving equipment with castors, especially on uneven surfaces or inclines.
- ⦿ Avoid sudden movements or jerking motions that could destabilise the equipment.

## **Maintenance and Inspection Procedures**

- ⦿ Regularly inspect castor wheels for signs of wear, damage, or misalignment.
- ⦿ Clean castors periodically to remove dirt, debris, and other contaminants that may affect performance.
- ⦿ Lubricate castor wheel bearings according to the manufacturer's recommendations to ensure smooth operation.

## **Emergency Procedures**

- ⦿ In case of a castor failure or equipment malfunction, safely evacuate the area and secure the equipment to prevent accidents.
- ⦿ Follow established emergency protocols and contact appropriate personnel for assistance if needed.

## **Safety Training and Education**

- ⦿ Provide comprehensive training to personnel responsible for operating and maintaining equipment with castor wheels.
- ⦿ Educate employees on proper handling techniques, safety precautions, and emergency procedures to minimise risks.

## **Contact Information**

For further assistance or inquiries regarding castor safety, please contact our customer support team:

### **Coldene Engineering Ltd**

Unit 6 Anglo Business Park

Smeaton Close

Aylesbury

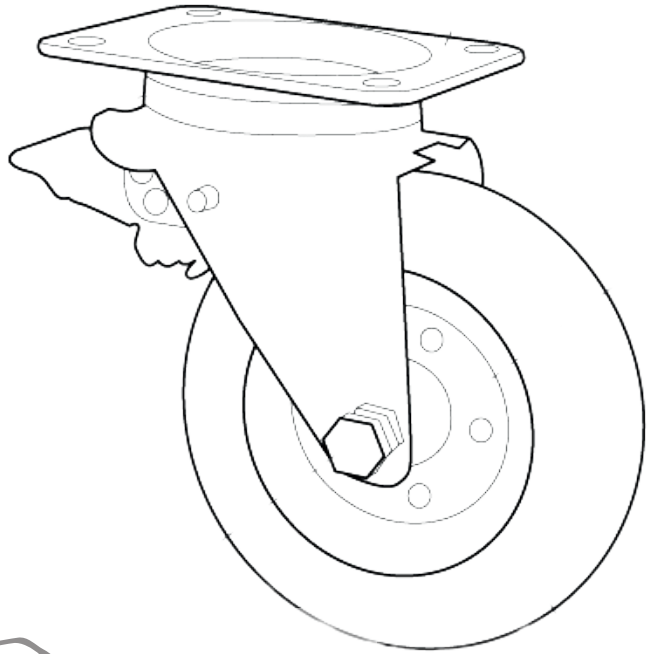
Buckinghamshire

HP19 8UP

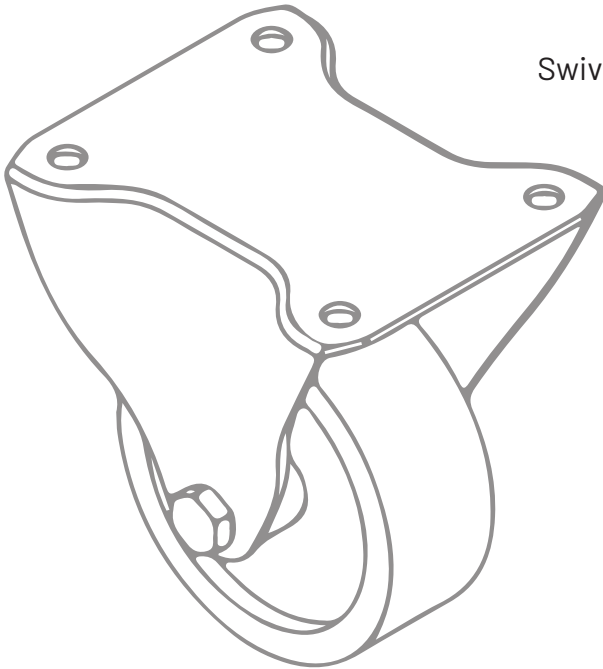
UK

+44 (0)1296 431135

customerservice@coldene.com



Swivel Castor



Fixed Castor



Coldene Engineering Limited  
Unit 6, Anglo Business Park, Smeaton Close, Aylesbury, Buckinghamshire, HP19 8UP, UK