

Golf Cart Safety

Golf carts are often used to transport customers, deliver mail, interoffice supplies and heavy tools and equipment between departments or dealership locations.

Golf carts are involved in a number of accidents each year, resulting in personal injury and property damage. To prevent accidents in the workplace, all employees who operate electric golf carts must be trained before using the vehicles. This training should include the proper procedures for operating and maintaining the carts.

Operating a Golf Cart

- Only authorized employees are to be allowed to drive the carts.
- Drivers and passengers must remain seated while the vehicle is moving.
- Use of cell phones while driving is not permitted.
- Never exceed the number of available seats for the number of passengers.
- All golf carts should have seat belts for the operator and all passengers.
- Do not use the golf cart as a towing unit. (Unless specifically designed for that purpose)
- Slow down and sound the horn at all intersections.
- Reduce speed when approaching pedestrians; remember they have the right of way.
- Use the safety mirrors at each intersection to ensure pedestrian safety.
- Reduce speed when turning or passing through doorways.
- Do not park carts where they will block emergency equipment, pedestrian aisles, doorways, intersections or the normal traffic flow.
- The maximum speed of a golf cart depends upon the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart, passengers and any equipment being carried.
- A golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
- Observe all vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- When the golf cart is not in use, place the golf cart control lever in the 'neutral' position and remove the key.
- Never back up without looking to see what is behind the cart. The cart must be equipped with an approved back-up alarm.
- Never shift gears while the vehicle is in motion.

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.
- Check for any indication of battery fluid leaks such as wet spots under the vehicle.
- Recharge the cart in the designated charging area, parking close to a fire extinguisher.
- Do not recharge near an open flame or source of ignition and do not smoke in recharge station.
- Only an approved battery charger should be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if skin is exposed to battery acid.
- Disconnect all battery charger cords before using the golf cart.

IMPORTANT NOTICE - *The information and suggestions presented by PMA Companies in this risk control document are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to alter the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.*

