

PODIUM CHECK LIST



1. Locking Wheels
2. Steps
3. Work Platform Lockable
4. Lockable Safety Guide

1. PRE-USE CHECKS

- * Check all components for damage.
- * Check locking hooks on steps & platform, locking pins on fold out elbows, locking pins on safety gate & braces.
- * Ensure the wheels are locked before assembly.
- * Fit all components in sequence recommended by manufacturer.
- * Ensure steps & platform are clean & dry.

2. IN-USE CHECKS

- * Always face the podium & use both hands when climbing up and down steps.
- * Always close & lock the safety gate.
- * Position the podium on a firm & level surface.
- * Do not exceed the designed load capacity.
- * Do not over reach when standing on the podium. Reposition the podium.
- * When moving the podium ensure that men & materials are removed.
- * Move the podium by manual effort at ground level only.
- * Before moving the podium unlock the castors & relock when relocated.

STEP LADDER INSPECTION CHECKLIST

1. PRE-USE CHECKS

- * Ensure your footwear is robust and sensible.
- * Check for any wear, decay, dents, cracks, splits or warping.
- * Check for any loose or missing rungs.
- * Ends of the stiles to be sound and in good condition.
- * Ladders must be clean, free of all oil, grease, dirt, paint & other contaminant.
- * All anti-slip feet to be in place & worn components to be replaced.
- * Ensure there is space to fully open.

2. IN-USE CHECKS

- * Stepladder rungs to be level (OK to naked eye).
- * Ground should be firm and level.
- * Floors should be clean, not slippery.
- * Secure any locking devices.
- * Avoid side-on working: the rungs must face the work activity.
- * Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task.
- * Maintain 3 points of contact.
- * Site specific RA is completed & issued.
- * Permit to use steps is completed (if applicable).

3. SAFE USE

- * Do not use top 2 steps unless suitable handrail is available.
- * Do not use top 3 steps of swing-back or double-sided stepladder where a step forms the very top of the stepladder.
- * Short duration work only.
- * Maximum total weight (person and tools) 150kg.