



Using the Podium Steps

1. Wear your personal protective equipment including safety boots and helmet.
2. Inspect the equipment before each use. Pay particular attention to:
 - Castings – Check for cracks
 - Welds – Free from cracks
 - Tubes/braces/Rungs – Straight and with indents less than 5mm deep
 - Decks – No damage, free from debris
 - Castors – Moves freely, threads free from damage, brake working
 - Outriggers – Straight, feel flat
 Inspect the equipment for damage regularly, at least daily.
3. Keep hands, hair and loose clothing away from all moving parts.
4. Remember the wheel brakes should always be locked when in use.
5. Always make sure that the stabilizers are in the correct position.
6. Take care not to bang your head on any overhead hazards.
7. Keep the podium steps away from the overhead electric fittings and cables. It is made of metal which will conduct electricity down to the user.
8. Stop working and make the equipment safe if someone approaches you.
9. Ensure that the podium steps are safe and secure if left unattended – even for a short time.
10. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.
11. You may want to read this leaflet again. Please keep it until you finish work.

Please keep this leaflet safely as it may be required for future reference



Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solithull B37 7YE

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

©Copyright Hire Association Europe April 2011

Any unauthorised reproduction – manually or electronically – is STRICTLY prohibited

Podium Steps

It is important to read all of this leaflet and the manufacturers assembly guide, which will be supplied to you by the hire company, before you use the podium steps

1. Podium steps are designed to be a safer alternative to step ladders and offer a stable working platform.
2. Do not ride on or attempt to move the steps when loaded.
3. Do not over load the steps. Confirm the maximum load capacity with the hire company.
4. Do not exceed the safe working load (SWL) detailed on the working platform.
5. Never remove components from the steps while in use.
6. Securely lock all the castors before using the podium steps.
7. Do not lean ladders or other items against the podium steps.
8. Do not over reach from the steps.
9. The action of these podium steps can cause injury or damage if not used in a careful and controlled way. Keep fingers clear of moving parts.
10. If you have not used podium steps before, familiarize yourself with the equipment before you start work. Practice assembling and disassembling a small section of the steps.
11. You should wear the following items of personal protective equipment: Safety boots (EN 345 or BS1870 / 4972); Safety helmet (EN397 or BS5240); Gloves.
12. These podium steps must not be used by minors, or by anyone under the influence of drugs or alcohol.
13. These steps are designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using them.



Every effort has been made by HAE/EHA to ensure that the information given in this document and supporting material is accurate and not misleading. HAE/EHA cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such document/material. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solithull B37 7YE



1. Podium steps should only be assembled by a competent person.
 2. Use the checklist supplied and ensure that all the necessary components have been supplied and are in good condition.
 3. Before assembly check that the ground is level and free from obstruction. Make sure that the ground is suitable to take the weight of the podium steps.
 4. Ensure that there are no overhead obstacles and be aware of power cables.
 5. The podium steps must only be assembled for the height specified for
- ### SETTING UP PODIUM STEPS
1. Ensure that all guard and handrails are properly in position.
 2. Ensure that toe boards are correctly fitted on the deck. You should note that in most situations the proper use of toe boards is mandatory.
 3. Depending on the job you are doing you may need goggles: EN166 or BS2092; and a dust mask with minimum protection of EN149:2001 ffp2.
 4. Anybody who is working near to you will also need to wear appropriate personal protective equipment.
 5. Under some conditions it may be necessary to securely fix the podium position whilst standing on level ground.
 6. Push and pull mobile podiums steps into position whilst standing on level ground.
 7. Do not move the podium steps until all persons and equipment have been removed.
 8. Take care not to unbalance the podium steps by pushing too hard against the side of building or similar rigid structure.
 9. When drilling or using other equipment take care not to unbalance the podium steps by pushing too hard against the side of building or similar rigid structure.
 10. Ensure that all guard and handrails are properly in position.
 11. Ensure that toe boards are correctly fitted on the deck. You should note that in most situations the proper use of toe boards is mandatory.
 12. Do not use podium steps outside if it is windy.
 13. When drilling or using other equipment take care not to unbalance the podium steps by pushing too hard against the side of building or similar rigid structure.
 14. Do not move the podium steps until all persons and equipment have been removed.
 15. Push and pull mobile podiums steps into position whilst standing on level ground.
 16. Under some conditions it may be necessary to securely fix the podium steps to a fixed structure.
 17. Ensure that all guard and handrails are properly in position.
 18. Ensure that toe boards are correctly fitted on the deck. You should note that in most situations the proper use of toe boards is mandatory.



Before Starting Work...

- ### THE WORK AT HEIGHT REGULATIONS (WAH)
- If you are at work and working at height, then the work at height regulations apply to you. The regulations cover all aspects of work at height and all types of access equipment. One of the regulations aims to reduce the inappropriate use of ladders and steps. Persons planning to work at height must carry out a risk assessment of the task to find the safest method. The safe use of access equipment is particularly dependent on the following factors:
1. Good quality equipment/ components, conforming to a recognised standard.
 2. Correct assembly by a competent person.
 3. A correct trained end user.
 4. Suitable and sufficient work area/space.
- ### WORK AREA
1. If you are using this equipment continuously in the same area, or where other people may pass, put up barriers, or warning signs to protect others by preventing anyone entering your work area.
 2. You must wear safety boots (EN345 or BS1870 / 4972).
 3. You should wear a safety helmet (EN397 or BS1870 / 4972).
- Whenever you are working above head height or when someone is working jobs or environments may require a higher level of protection.
- ### OPERATORS
1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you are using podium steps. Particular jobs or environments may require a higher level of protection.
 2. You must wear safety boots (EN345 or BS1870 / 4972).
 3. You should wear a safety helmet (EN397 or BS1870 / 4972).
 4. Podium steps are made of metal, keep them away from overhead electric fittings and cables.
 5. Podium steps are made of metal, keep them away from overhead electric fittings and cables.
 6. You should not use podium steps on rough or soft ground. The floor must be level such as smooth concrete, level paving slabs, wooden floor or similar.
 7. Make sure that your work area is clear and safe and that no one is near to you or could distract you.
 8. Depending on the job you are doing you may need goggles: EN166 or BS2092; and a dust mask with minimum protection of EN149:2001 ffp2.
 9. Anybody who is working near to you will also need to wear appropriate personal protective equipment.
 10. Under some conditions it may be necessary to securely fix the podium position whilst standing on level ground.
 11. Push and pull mobile podiums steps into position whilst standing on level ground.
 12. Do not move the podium steps until all persons and equipment have been removed.
 13. When drilling or using other equipment take care not to unbalance the podium steps by pushing too hard against the side of building or similar rigid structure.
 14. Do not move the podium steps until all persons and equipment have been removed.
 15. Push and pull mobile podiums steps into position whilst standing on level ground.
 16. Under some conditions it may be necessary to securely fix the podium steps to a fixed structure.
 17. Ensure that all guard and handrails are properly in position.
 18. Ensure that toe boards are correctly fitted on the deck. You should note that in most situations the proper use of toe boards is mandatory.