



1. REMOVE PLASTIC BUNGS FROM MAIN STEP FRAME AND DISCARD.
2. INSERT HOOF INTO MAIN STEP FRAME LEG AND LINE UP BOLT HOLES.
3. INSERT SPRING INTO HOOF.
4. INSERT CASTOR INTO HOOF, LINING UP SLOT AND BOLT HOLES.
5. PUSH THE SCREW THROUGH THE HOLE AND THREAD THE NUT ONTO THE OTHER END.
6. TIGHTEN USING A SLOTTED SCREW DRIVER AND 8MM SPANNER.

PRODUCT HEALTH & SAFETY DATA SHEET

Health & Safety at Work Act 1974

This data sheet must be brought to the attention of:-

The Safety Officer

All personnel operating the equipment

(Extra copies available on request)

All mobile steps are built to the highest engineering standards and, when used correctly, will provide an operative with a reliable means of access.

Great care should be taken by operatives at all times when using mobile steps for any purpose.

All equipment is supplied on the assumption that it will operate in normal atmospheric and temperature conditions as applicable in the United Kingdom.

PRIOR TO AN OPERATIVE BEING ALLOWED TO USE ANY MOBILE STEPS OR ACCESS EQUIPMENT, THEY SHOULD BE WARNED GENERALLY ABOUT THE DANGERS OF WORKING AT ANY HEIGHT ABOVE FLOOR LEVEL AND THEY SHOULD BE PROVIDED WITH APPROPRIATE SAFETY EQUIPMENT - FOR INSTANCE PROTECTIVE HEADGEAR, GLOVES AND SHOES.

In addition to the general instructions on potential hazards, the following points should be brought to the attention of the operative.

1. Mobile steps are designed for use by one person only. The carrying and use of hand tools is permitted. The use of large or heavy tool boxes should be discouraged. If the use of low voltage power tools is necessary, such work should be undertaken only under supervision and with the permission of the Officer of the Company responsible for plant and personnel safety.
2. Before ascending higher than 2 treads on the stairway, the operative must ensure that all castors will retract under the persons weight and that the steps are therefore immobile.
3. In proper use the top platform is stable. Operatives should be instructed **not to lean over the rail**. Operatives should stand central to the top platform and work **within** an arms distance of products or maintenance etc.
4. Steps may only be moved from place to place without any person or load on board.

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5. If mobile steps are being used where personnel other than the operatives are likely to be in the near vicinity, it is recommended that warning signs or barrier tape (or any other means approved by the Safety Officer) should be used in order to:
 - a. Prevent accidental knocking of steps.
 - b. Prevent any person moving the steps with an operator on board.
 - c. Ensure that other personnel would not be in danger should anything be dropped by the operator using the steps.

If such methods are impractical, then all personnel must be instructed in the correct use of access steps and the potential hazards of misuse or accidental use.

6. It is recommended that the Officer of the Company responsible for safety should always be consulted and his approval sought before mobile steps are brought into use. Written working practices should be established by the Company Safety Officer to ensure complete safety of all company personnel when using mobile steps.
7. Any damage to mobile steps should be reported to the Safety Officer immediately it occurs and steps must not be used until repairs have been undertaken.
8. Frequent inspections should be made for signs of unreported damage, and as stated previously, operatives should test the castor retraction on every occasion before ascending the stairway.
9. Do not allow untrained staff to handle unfamiliar equipment.

If in doubt about any aspects of safety or use, please contact the manufacturers.

Extra copies of this data sheet are available on request.