

670 PODIUM ASSEMBLY GUIDE



1) OPEN FOLDING FRAME AND MECHANISMS WILL LOCK AUTOMATICALLY



2) RELEASE PLATFORM LOCK BOLT AND LOWER PLATFORM OR LOCATE INDIVIDUAL PLATFORM



3) RELEASE STEP LOCK BOLT AND LOWER STEP OR LOCATE INDIVIDUAL STEP



4) PULL GATE FROM CLIP



5) LOCATE PODIUM AND LOCK CASTORS



6) USE STEP TO ACCESS PLATFORM



7) LOCK GATE UNTIL HOOK CLICKS

TO DISMANTLE REVERSE PROCEDURE. SEE REVERSE FOR MORE SAFETY NOTES



670 PODIUM ASSEMBLY GUIDE

- 8) TO MOVE UNIT UNLOCK GATE AND DISMOUNT, UNLOCK CASTORS AND RE-LOCATE
- 9) SAFE WORKING LOAD ON WORK PLATFORM 150Kg OR ONE MAN PLUS HAND TOOLS.
- 10) DO NOT OVER REACH WHEN WORKING ON PLATFORM. AND LIMIT HORIZONTAL FORCE TO 10Kg (22 lb) WORK ONLY AT A COMFORTABLE ARMS LENGTH.
- 11) DO NOT, UNDER ANY CIRCUMSTANCES, MOVE UNIT WITH ANYONE ON IT.
- 12) NEVER PUT ANYTHING ON THE PLATFORMS TO GAIN EXTRA HEIGHT, STAND ON THE WORK PLATFORM ONLY.
- 13) NEVER USE DAMAGED OR INCOMPATIBLE EQUIPMENT.
- 14) IF IN DOUBT ABOUT ANY APPLICATION DO NOT GUESS CONSULT YOUR SUPPLIER.
- 15) SEE OVERLEAF FOR CHECKLIST.

670 PODIUM SAFETY CHECKLIST TO BE CARRIED OUT AT LEAST ONCE A WEEK

CHECKLIST DESCRIPTION	DATE	CHECKED BY
CHECK CASTORS ARE FIRMLY FIXED AND LOCKING MECHANISMS ARE FUNCTIONING CORRECTLY, IF NOT, ADJUST TO SUIT.		
CHECK STEP HOOK MECHANISMS ARE LOCKING CORRECTLY DECKING SHOULD BE CHECKED FOR DAMAGE AND FREE OF ANY MATERIAL LIKELY TO CAUSE SLIPPING ie OIL etc.		
CHECK PIVOT BOLTS ARE SECURE AND ALLOW FREE MOVEMENT		
TEST CENTRE LOCKING MECHANISMS ARE FUNCTIONING CORRECTLY		
TEST GATE FOR MOVEMENT AND LOCKING ON VERTICAL ABOVE PIN		
CHECK ALL WELDS FOR CRACKS AND TUBE DAMAGE		
CHECK ALL LABELS ARE FIXED AND READABLE.		
CHECK THAT ERECTED STEPS ARE USED ON A LEVEL SURFACE.		

