



# Podium Step

For essential maintenance and repair work, these podium steps provide low level height access with full guardrail protection



Code 80838

## WIND DESCRIPTION

Wind Description	Beaufort Scale	Beaufort No.	Speed in m.p.h
Medium Breeze	Raises dust and loose twigs snap off paper,	4	8-12
Strong Breeze	Large branches in motion, wires whistle telegraph	6	25-31
Gale Force	Walking is difficult	8	39-46

## EQUIPMENT CARE

**Never push the equipment beyond its design limits.** If it will not do what you want with reasonable ease and speed, assume you have the wrong tool for the job. Contact your local HSS Hire for advice.

**Keep the equipment clean,** you will find this less of a chore if you clean it regularly, rather than wait until the end of the hire period.

When not in use, **store the equipment somewhere clean, dry and safe** from thieves and unauthorised users.

## FINISHING OFF

**Exit the podium step and close it simply the reverse way explained in Opening the Podium Step section.**

**Collect all parts together and give them a final clean up ready for return,** to your local HSS Hire.



## ... have you been trained

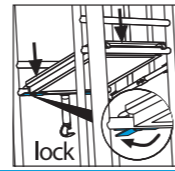
The law requires that personnel using this type of equipment must be competent and qualified to do so. Training is available at HSS Training Solutions 0845 766 7799

## ...any comments?

If you have any suggestions to enable us to improve the information within this guide please e-mail your comments or write to the Safety Guide Manager at the address below e-mail: [safety@hss.com](mailto:safety@hss.com)

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76 Talbot Road, Old Trafford, Manchester, M16 0PQ

[www.hss.com](http://www.hss.com)



**3** Push the platform towards the back of the unit until it is in contact with the rear folding guardrail frame. Lock the platform retaining plates.

## PRE-OPERATION CHECKLIST

1. Check all 4 castors are secure and the fixing bolts are tightened correctly.
2. Check all 4 wheel brakes operate and lock the wheel and castor into position.
3. Check the tubes and aluminium components of the podium step. There should not be any cracks or excessive dents or distortion.
4. Check there is free movement of all hinge points of the podium step.
5. Check the plywood platform. There should not be excessive contamination, cracking, holes or damage, including any missing or damaged rivet fixings.
6. Check the following podium step locking mechanisms are operating and locking correctly. Ladder claws and locks, gate claw and lock, rear folding frame elbow locking joints and the platform locking tabs.
7. Make sure the total load (1 person plus tools & materials) should not be more than 150kg.
8. Make sure the 4 castors are pointing outwards and the wheel brakes are locked.
9. Check the access ladder is located correctly.
10. Make sure the podium step is on flat, level, dry and firm ground.
11. Make sure the podium step is correctly positioned to avoid over reaching.
12. Make sure the platform is at the correct height.
13. Make sure the safety gate is shut and locked once you are on the platform.

**1** Ensure the platform is towards the back of the unit and in contact with the rear folding guardrail frame.

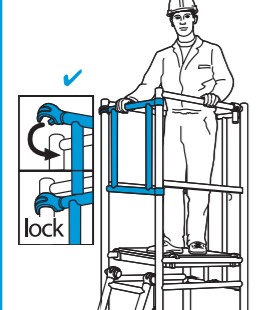


**2** Using the ladder section, climb onto the platform of the podium step.



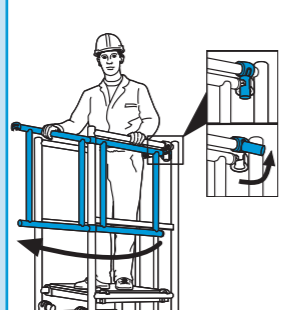
### RELEASING THE GATE

Release the locking claw and rotate the gate to the position shown.



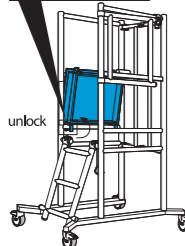
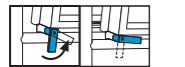
### CLOSING THE GATE

Close the gate ensuring the locking claw has engaged.

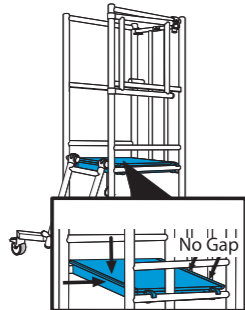


### ALTERING THE PLATFORM HEIGHT

**1** Rotate the platform upwards and unlock both platform retaining plates.



**2** Position the platform at the lower level.



## GENERAL SAFETY

For advice on the safety and suitability of this equipment contact your local HSS Hire.



There is a serious risk of personal injury if you do not follow all instructions laid down in this guide.

The hirer has a responsibility to ensure that all necessary risk assessments have been completed prior to the use of this equipment.

This equipment should only be used by an operator who has been deemed competent to do so by his/her employer.

This equipment is designed to be used by an able bodied, competent adult who has read and understood these instructions. Anyone with either a temporary or permanent disability should seek expert advice before using it.

Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape, available for hire from your local HSS Hire.

  Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.

   Wear practical, protective clothing, gloves, footwear and a protective hard

hat. Avoid loose garments and jewellery that could catch in moving parts, tie back long hair.

Do not work near flammable gases or liquids, petrol or paint thinner fumes for example.

Make sure you know how to use this equipment safely and are aware of its limitations before you use it.

Make sure that everyone is warned of what you are doing.

Never overload the podium step. The podium step maximum safe working load is 150kg. This includes any tools and materials.

The maximum number of occupants must not exceed one.

Never use the podium step if any part is damaged or shows signs of excessive wear.

Never move the podium step when a person is standing on it.

Never over-reach or lean too far over the side of the podium step.

Never use the podium step near overhead power lines or similar hazards.

Never carry out jobs that require excessive sideways force. Forces should never exceed 10kg when working with the side of the podium step towards the work. Excessive sideways forces may cause the podium step to overturn or the wheels to slip.

Never lean anything against the podium step e.g. ladders, steps or materials.

Never climb up outside of the guardrail.

Never stand the podium step on soft, loose, slippery, sloping or uneven ground.

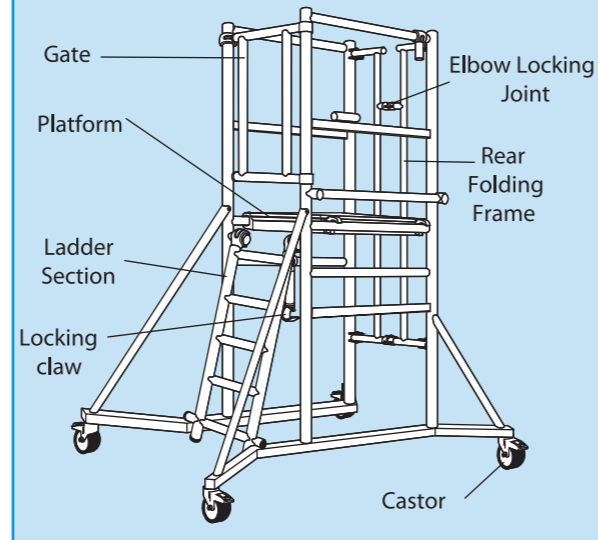
Never use the podium step outside in heavy rain or strong winds (see Wind description).

Never stand on the guardrails, boxes, stepladders or other objects on the platform, to gain additional working height.

Never suspend the podium step from another structure or level.

Never use the podium step as a method of gaining access to another structure or level.

## IDENTIFIER



## GETTING STARTED

Never use the podium step until you have fully read and understood this User Guide and the podium step has been properly set up using the information it contains.

Before you start using podium step make sure that the floor area where the podium is to be erected is able to bear its weight and the weight of any load.

When moving and positioning the podium step, ensure that all 4 wheel brakes are unlocked.

The podium step weights 39 kg, so you may need help if you need to lift the equipment.

## WARNING

**NEVER MOVE OR POSITION THE PODIUM STEP WHEN ANYONE IS STANDING ON THE PLATFORM OR THERE ARE TOOLS OR ANY OTHER OBJECTS THAT CAN FALL DOWN WHILE THE PLATFORM IS IN MOTION**

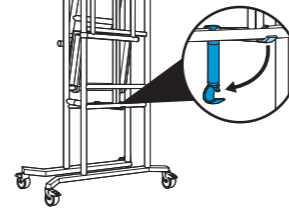
## BASIC TECHNIQUES

### OPENING THE PODIUM STEP

1 Place the closed unit in the upright position. Unlock all 4 castors.



2 Release the locking claw that locks the two side frames together.



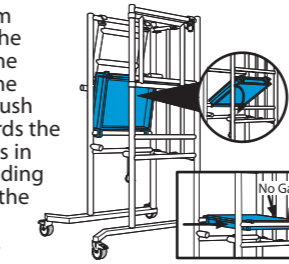
3 Open the side frames, which will allow the rear folding guardrail frame to unfold. Ensure the rear folding frame is fully open and both elbow joints are locked.



4 Slide the platform towards the front of the unit (the open end) so that the platform claw is clear of the retaining bar.

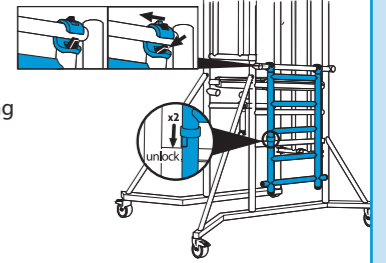


4 Rotate the platform down and locate the platform claws on the horizontal member of the right hand side frame. Push the platform back towards the back of the unit until it is in contact with the rear folding guardrail frame. Ensure the claws are sitting on the tube and not the plates.



### POSITIONING THE LADDER

1 Remove the ladder by releasing the ladder locking tab and the two locking claws, situated at the top of the ladder frame.



2 Locate the ladder claws over the spigots on the left and right hand side frame. Ensure the claws are locked.

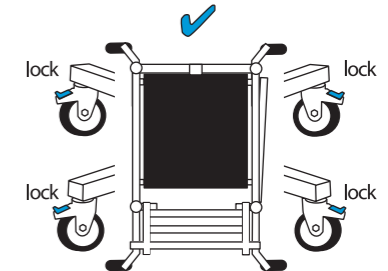


3 Rotate the ladder down, using the claws as pivots. Locate the bottom of the ladder over the base frame as shown below.



### ACCESSING THE PODIUM STEP

Lock all four wheel brakes, with all of the castors pointing outwards, as shown in the diagram:



Never climb on the podium step until you have checked the following:

1. The ladder is secure and positioned correctly.
2. The platform is secure and positioned correctly.
3. All four castors are positioned correctly.
4. All four castors wheels are locked.

# Know Your Symbols

HSS have created clear Icons to inform the hirer of their responsibilities towards the safe use of hire equipment.

These are designed to reduce the amount of different safety information labels required for each product for hire.

## General use PPE / Warning

Clearly marked minimum PPE will be visible on all equipment,



**Correct PPE must be worn**



**HAV Hand Arm Vibration**



**Danger Rotating blade**



**Danger Hot exhaust**



**Danger Electric shock**



**Caution Abrasive Wheel**



**Caution Finger trap**

## Fuel and Supply Types



**Pe**  
Petrol



**Di**  
Diesel



**2t**  
2 - Stroke Petrol



**EI**  
Electric

## Safe Procedures

All hirers must understand and respect the safe procedures of all equipment.

It is the responsibility of the hirer to maintain and return the equipment in a clean condition and good working order.



**Ro**  
Read OPS Guide



**Ou**  
Outdoor Use only



**Hi**  
Heavy Lifting



**Cd**  
Check Oil daily



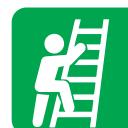
**Cf**  
Check Fuel daily



**Cw**  
Check Water daily



**Bc**  
Battery Care



**Sh**  
Safe Height Working



**Swl**  
Refer to Data Plate



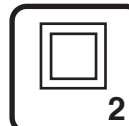
**V**  
Check Power Voltage Data Plate

## Electrical Safety

Safe wiring procedures.



**Ea**  
Must be Earthed Class 1



**Doi**  
Double Insulated Class 2



**Enl**  
Earth Live Neutral Wire Coding

## Return Responsibility

Charges apply to equipment returned dirty and damaged.



**Cc**  
Cleaning Charge



**Rc**  
Repair Charge