

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS FOR USING SAFETY STEPS.

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Take a few minutes to look at what you are going to be doing and make sure you are doing it the safest way. Explore what safety equipment must be used. And it is used each time and why – safety boots must be used always.	
2	Before using the steps, ensure safety check has been carried out, Steps must be free from dirt/grease on the treads and in good condition, no dents.	
3	Do not use the ladder if stiles are bent or split as the ladder could collapse.	
4	Do not use the ladder if feet are missing, worn or damaged as the ladder could slip.	
5	Do not use the ladder if rungs are bent, missing or loose as the ladder could become unstable.	
6	Keep two feet on the same step and the body (knees or chest) supported by the stepladder to maintain three points of contact. Make sure a safe handhold is available.	
7	Secure the safety supports whilst using the steps.	
8	Do not take materials or tools up the steps, before you have climbed the steps inform colleague and ask for assistance in passing safe load of materials or tools to you. The load must not exceed more than 10kg.	
9	Do not use any steps unless trained and authorised by Manager.	
10	Staff to reposition ladder rather than overstretch	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above equipment, and have received the required PPE equipment and know to inform me immediately of any issues with the equipment or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: