

# Safe System of Work OPERATING AND SAFETY INSTRUCTIONS FOR PODIUM STEPS FOR CAROUSEL MAINTENANCE

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Explain that safety equipment must be used at all times and why – safety boots must be used at all times when running machines.	
2	<b>Before using the steps check the stiles/rungs</b> – make sure they are not bent or damaged, as the ladder could buckle or collapse. <b>Check the feet</b> – if they are missing, worn, damaged or dirty the ladder could slip. make sure the feet are clean and contact the floor when you stand on the first step as this is the locking mechanism. <b>Check for dirt or granules.</b> any dirt or dust clean with brush or Hoover. <b>Check the steps</b> – if they are bent, worn, missing or loose the ladder could fail. If you spot any of the above defects, don't use the ladder and notify your Manager.	
3	To use the steps, you must use both hands when walking up and down the steps.	
4	No overloading or overreaching – if not possible podium steps to be repositioned or use an alternative method. You must stand still whilst completing this task	
5	Use both hands on the rail during your descent.	
6	Do not use any machine unless trained and authorised by Manager/ Setter.	
7	The steps are not to be removed or used without authorisation.	

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

Name: .....(Authorised Trainer)

Signed ..... Date: .....