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

Explain that safety equipment must be used at all times and why—safety boots must be used at all times when running machines.  Before using the steps check the stiles/rungs — make sure they are not bent or damaged, as the ladder could buckle or collapse. Check the feet — 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. Check for dirt or granules. any dirt or dust clean with brush or hoover. Check the steps — 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.  To use the steps, you must use both hands when walking up and down the steps.  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  Use both hands on the rail during your descent.  Do not use any machine unless trained and authorised by Manager/Setter.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be removed or used without authorisation.  The steps are not to be rem		Instruction	Understood ✓ or X
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