

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR USING SAFETY STEPS WHEN
FILLING UP MATERIAL HOPPERS.
This must only be performed if the hopper loader is not available

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	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 material up the step, before you have climbed the steps inform colleague and ask for assistance in passing safe load of material exceeding no more than 10kg to enter into the hopper.	
9	Do not use any steps unless trained and authorised by Manager.	

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: