

# BS 8620:2016 PODIUM

## Instruction/Safety Manual Self Closing Mobile 1 Person Low Level Working Platform

Maximum safety working load 150 KG

### Safety Information:

#### IMPORTANT:

Never use the BS 8620:2016 Podium  
LLWP

Until you have read the instructions fully and  
under- stood the following guide.

**ALWAYS** carry out a risk assessment for  
each task before you start work, to ensure  
the BS 8620:2016 Podium is the correct  
mode of access for the task that is being  
undertaken.

#### Component List

- 1 x Main frame
- 1 x Access ladder
- 1 x Platform
- 2 x Stabilisers

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#### Safety Checklist

1. Make sure that the equipment is in good working order.
2. The total load (person and equipment) must not exceed 150KG.
3. Make sure all castors are pointing outwards and locked correctly.
4. Always make sure the ladder is located in the correct position.
5. Ensure all components are present and correctly fitted before use.



KM 642952

# EQUIPMENT MAINTENANCE

- ✓ Check the BS8620:2016 Podium LLWP main frame is not bent, twisted, dented and has no cracked welds.
- ✓ Check that fixings (usually weld rivets or bolts) are good, appropriate, not missing, loose.
- ✓ Check That components are not missing, loose, worn or damaged.
- ✓ Check that the locking mechanisms are operating locking correctly. Ladder hinge elbow locking joints platform clips are not broken.
- ✓ Check all caster wheels operate.
- ✓ Check that the entire BS8620:2016 Podium LLWP is free from contaminants (e.g. dirt, mud, paint oil or grease)
- ✓ Check that the platform has no missing parts or fixings and is not damaged.

## DO'S AND DONT'S



Read the instructions

1



Inspect before use

13



Only ascend or descend the LLWP using the access provided

14



Face the access when ascending and descending

15



Ensure all brakes are locked

17



Ensure side protection gate is closed and secured before use

18



Do not use on loose or slippery surfaces

4



Never more than one person

7



Do not overreach

3



Never stand on the side protection or use boxes, stepladders or other objects to gain extra height

6



Do not use damaged equipment

2



Do not use on sloping or uneven surfaces

5



Working Platform must be level

12



Never work near powerlines or other electrical equipment

11



Never use as a means of access to another place

9



Never stand on the access ladder to work

10



Never move when a person is standing on a workplatform

8



Beware of finger traps where these potentially exist

18

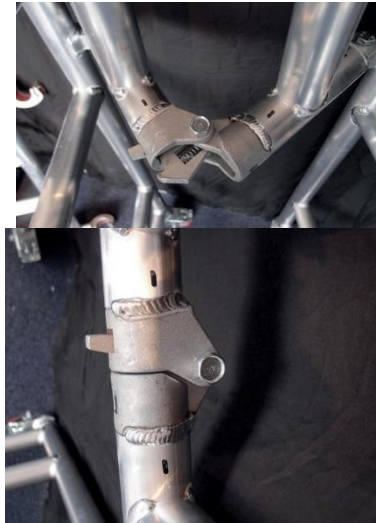
### IMPORTANT: Never climb on the podium (LLWP) until you have checked the following:

- The ladder is secure and positioned correctly.
- The platform is secure and positioned correctly.
- All castors/baseplates and stabilisers are positioned correctly.
- The folding back section is locked.

1. With the podium step in a closed position, ensure all castors are locked



2. Open Rear frames and lock the locking elbow joints into position



3. Square and position the platform at the chosen height and turn the wind lock to the closed position



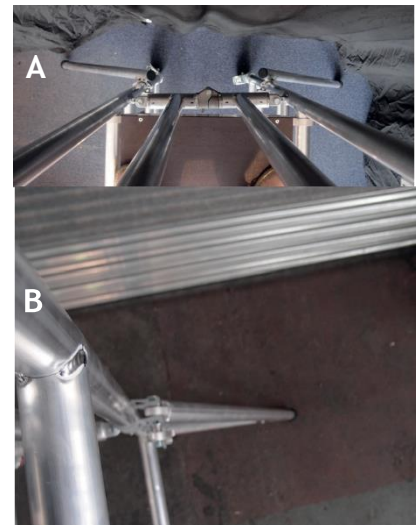
4. Position ladder on to lower rung and push down making sure ladder hooks are locked within the guides. Now do the same to the top of the ladder



5. Make sure the castors are at a 45-degree angle and then lock into place



6. Fit podium stabilisers at a 45-degree angle (see photo A) Unless against a wall (see photo B) Making sure stabiliser is located on the floor



7. Stabiliser to be securely fixed to the podium by tightening the palm wheel and coupler.



8. Move the gate from the locked position and secure it behind you. **Make sure it is locked, never use the podium without locking the gate**



9. Using the ladder, climb onto the podium platform

