

Office - Kick Stools and Ladders

Work safely & avoid injuries by following the points below for every task

Always

Visually check for damage before use

Kick Stools

- All 3 wheels are present and kick stool moves freely
- Standing platform is stable
- Rubber base fixed and present

Ladders

- Legs, steps, feet and platform free from damage
- “Locked in” before use

Safe Use of Equipment

Always

- Keep weight in centre of equipment
- Check for hazards in the area above you before using and around you before dismounting
- 3 points of contact at all times with ladders



Defective/Damaged Equipment:

- Any damage to this equipment may mean it is unfit to use and must be reported to Management.
- Damaged /defective equipment must be removed from use

Never:

- Over reach vertically or laterally
- Use on uneven, unstable or slippery floors
- More than 1 person at a time