



Kick Step

The kick step is a versatile piece of equipment that is invaluable in any library.

Moving a Kick Step

- If it is safe to move the step, propel it with a sharp, gentle, kick. Note: Aim your kick at the base of the kick step. Kicking the top of the kick step could cause it to topple.
- Make sure the step is exactly in the right position for you to reach the desired item.
- Always make sure the step has stopped moving before attempting to mount it.

Stepping onto a Kick Step

- Before stepping onto the kick step ensure that the non-skid surface is clean and not damaged.
- Once the step is still, step firmly up, one foot at a time. The step should create a firm seal with the ground. Hold any item to be lifted firmly in both hands.
- Make sure you stand in the centre of the step's platform, otherwise, you may unbalance the stool and topple over.
- Once you have mounted the step and are in a comfortable position, reach up or down to the required object.
- Never attempt to lift very large or heavy objects, as you may unbalance and fall, or just drop them. If you are unsure, ask a second person to stand by to hand you

- the item, or to hand the object down to, before dismounting.
- Do not overstretch whilst trying to reach a great height, or stand on only one foot. It is important to keep both feet firmly on the step at all times. Move the kick step to the next location.
- Do not mount the step if you feel tired or unwell; you could have an accident.

Stepping off a Kick Step

Dismount slowly and carefully, one foot at a time. Do not jump off the step.

When to use a Kick Step

A kick step should only be used to relocate items above arms'-reach. If you cannot comfortably reach where you intend to lift to, use a step-ladder to reach the required height.

Do not use a kick step as:

- A permanent chair
- A doorstop
- A space to store items
- A form of transport
- A table

Do not use a chair or a box as a kick step.

Storage

When finished with the kick step, move it out of the way of traffic so it does not become a tripping hazard.

WARNING: If you notice anything faulty with a kick step, set it aside, put a 'DO NOT USE' sign on the step and report to your Supervisor.

Things to monitor;

- loose parts
- missing wheels
- not moving freely
- loose, missing rubber ring on the base
- damaged lose rubber surfaces
- wobbles when stood on



Mobile Step Ladder

Mobile step ladders are strong, stairway like steps. They are non-adjustable, non folding and portable. They are narrow and light.

All mobile ladders are equipped with handrails. The library has a variety of 3step and 5step ladders.

Great care should be taken at all times when using mobile step ladders for any purpose.

Moving a Mobile Step Ladder

- Using both hands, hold onto the handrail and push it into the desired position.
- Ensure the ladder is free from any items before moving.

Stepping onto a Mobile Step Ladder

- Complete a visual check before use – make sure there is no obvious damage to the ladder.
- Only mount a ladder if it is stable and on a flat firm level surface.
- Once positioned in the desired position, face the ladder, hold onto the handrail with both hands and then climb with one foot at a time up the steps. Doing this slowly will allow the footpads to grip the floor.
- Hold onto the handrails while ascending or descending.

- Always maintain a three point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- Do not over extend your reach. Do not lean sideways off the ladder as this can cause an imbalance resulting in the ladder and user falling. Instead move the ladder to where the work can be completed without reaching too far to one side.
- Only one person is to use a ladder at a time.
- Do not allow people to walk under or through the ladder.
- Wear suitable footwear when climbing a step ladder.

Stepping off a Mobile Step Ladder

- Hold onto the handrails with both hands and descend slowly one foot at a time facing the ladder.
- Do not descend the step ladder by facing away.

Storage

Mobile ladders do require some space for storage. Please ensure mobile ladders do not obstruct traffic or aisles.

WARNING: If you notice anything faulty with a ladder, set it aside, put a 'DO NOT USE' sign on the ladder and report to your Supervisor.

Things to monitor;

- loose parts
- damaged hand rail
- missing wheels
- wheels in poor condition
- not moving freely
- foot pads in poor condition.

Never use a ladder after it has been tipped over until it has been inspected for damage and determined safe for reuse.



BOOK TROLLEY

Book trolleys serve several purposes in the library:

- transporting material
- stationary storage of material
- re-shelving

Loading a Book Trolley

- Books should be placed neatly on the trolley, with all spine labels facing upwards and towards the outside of the trolley.
- Place books evenly on the trolley to prevent tipping.
- Load books so they will not slip or fall.
- Do not overload trolleys. Stationary trolleys can have all shelves loaded. Transporting trolleys should only have 4 shelves loaded maximum. Bending to load/unload the lower shelves may put undue strain on your back.
- Overloading a transporting trolley may cause it to tip over. Be sure the weight is manageable and that the trolley moves easily.
- Place books in single layers on each shelf.
- Check that the trolley moves freely.
- Practice correct manual handling when loading books onto a trolley.

Moving a Book Trolley

- Check that the trolley moves freely. Ensure breaks are not on.
- Keep trolley close to your body as you manoeuvre it.

- Push trolley rather than pull. Pushing is easier on the back than pulling.
- Push from the end of the trolley and not the sides.
- Move slowly when trolley is heavily loaded.
- Ensure a path has been cleared when moving a trolley. Always maintain a clear line of sight when pushing a trolley.
- Pull trolleys when entering/exiting elevators or passing through swinging doors. Seek assistance if needed.
- Do not sit on or ride trolleys.
- Do not use trolleys as ladders or steps.
- If the trolley should tip over, move out of the way. Don't attempt to prevent the "topple" or catch the books.

Unloading from a Book Trolley

Minimise repeated bending and twisting of the trunk when removing items from a trolley. Place the trolley in line with yourself and the shelf. Step and turn rather than twisting. Practice correct manual handling when unloading books from the trolley.

Storage

Trolleys are not to be left blocking fire exits/doorways or obstructing aisles.

WARNING: Do not use a damaged trolley, particularly one with faulty wheels or wobbly wheels.

If you notice anything faulty with a trolley, set it aside, put a 'DO NOT USE' sign on the trolley and report to your Supervisor.

Things to monitor;

- loose parts
- missing wheels
- wheels in poor condition
- not moving freely