

DCU Working at Height Safety Equipment Manual



Kick Step

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

Moving a Kick Step

- If it is safe to move the step, propel it with a sharp, but not hard, 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 insure 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.
- Once you have mounted the step and are in a comfortable position, reach up or down 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 down the object to them, 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 arm-reach. If you cannot comfortably reach where you intend to lift, use a step-ladder to reach the required height.

Do not use a kick step for:

- 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;

- lose parts
- missing wheels
- not moving freely
- lose, 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.

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 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;

- lose 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.
