



Front Cover



Podium
Safety
Check Book

STARTED
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Instructions Sheet
(Inside Front Cover)

Podium Checks

- Paperwork:

Operation & safety manual. Fully read and understood by trained competent person. Ensure podium is suitable for purpose and does not exceed its safe working load capacity.
- Castors:

Firmly fixed and locking mechanisms/brakes functioning correctly (no movement when locked).
- Steps/rungs:

Steps hooked and locked securely in place. Clean and damage free.
- Decking:

Locked securely in place. Damage free and clear of slip or trip hazards such as oil, paint etc.
- Pivot bolts/
knuckle hinges:

Secure and allowing free movement. Free from debris.
- Locking pins/
studs/hooks:

Attached and securely in position. Damage free, functioning correctly. If necessary lubricate with a light oil.
- Tubes/Frame:

Free from dents, splits, corrosion or damage.
- Welding:

Free from cracks, corrosion or damage.
- Gate:

Free moving. Locking mechanism functioning correctly.
Locked and secure when in use.
- Guardrail:

Correctly located and secure. Free from damage.
- Outriggers/
stabilisers:

Correctly fitted, foot bungs in place, damage free, no missing nuts and bolts.
- Labels:

Present and readable.
- Environment:

Flat and solid surface, well lit and ventilated, clear of obstacles (overhead cables etc).

Inspector Notes:

- Please refer to your user manual for assembly and dismantling instructions.
- Do not use podium if faults are found or you are unsure of its status.
- Never over reach when on the podium.
- Ensure podium is clear of users and materials before moving.
- Do not misuse or abuse the podium with heavy objects.
- Do not drop components from height or throw into vehicles.



Checklist

Podium safety checklist

Inspection Date:

Time:

Inspector:

Podium ID:

Location:

Safe working load:

Inspection type:

Pre-use☐Post adjustment☐Exceptional event☐Other

	✓	✗	Comment
Paperwork			
Castors			
Steps/rungs			
Decking/platform			
Pivot bolts/knuckle hinges			
Locking pins/studs			
Tubes/frame			
Welding			
Gate			
Guardrail			
Stabilisers			
Labels			
Environment			
Good to Go Safety tag			
Inspector notes / Corrective actions required:			

