

## Task Method Statement

Description of Task	Use of podium steps		
Reference Number	TMS/03	Rev No	1.0
Date	01.02.2023	Review	12 months
Operator Competency Requirements	EN131 standard for portable steps and ladders		
Guidance Used	Work at Height Regulations		

### 1. Hazards Identified / Control Measures

The following hazards have been identified by carrying out a risk assessment of the task to be undertaken:

- Falls from height
- Contact with falling items
- Musculoskeletal damage
- Slips trips & falls

#### Control measures

- All podium steps must be inspected to Company procedures
- Carry out visual checks before each use
- Onsite risk assessment to be undertaken to access local conditions. Be specifically aware of overhead power lines, other objects or obstructions
- Work area to be protected by suitable barriers and warning signs
- Do not carry out work outside if weather conditions might make it unsuitable
- Reduce carrying distances to a minimum by unloading/loading equipment as close as possible to the work site
- Ensure good housekeeping at all times

### 2. Method of Work

#### Schedule of Task

Before undertaking work on a podium step, pre use checks should be carried out by the user:

- Before each working day
- After something has changed (i.e., after a podium step has been moved to a different position)

#### Safe Use of Podium Steps

- Podium steps must be used on a firm, level surface
- Check for overhead hazards
- The podium steps must be erected in accordance with the manufacturer's instructions

- When erected, check all components, hooks and locking mechanisms fit and operate correctly
- Access must be via the steps. Never climb up the outside
- Podiums are provided with swivel castors. Each castor is fitted with a brake. All brakes must be 'on' when in use. Ensure that no people or materials are on the platform when it is moved
- When moving, make sure the route is clear and push horizontally near the base
- Only raise outriggers by the minimum possible when moving the steps
- Check the safe working load for the platform. Never exceed the safe working load, they are designed for one person with hand tools
- Always ensure that the gate is fully closed in the locked position when on the platform. Never work with the gate open
- Never stand on the frame to get extra height. Never use the podium steps for supporting other access equipment. If the work cannot be carried out safely from the platform, another type of access equipment must be used
- Never overreach when working
- Do not use another contractor's podium steps. They may not be correctly erected or tested. Only use the podium steps provided
- If in doubt, consult your supervisor/manager

### 3. Personal Protective Equipment

Mandatory:

- Safety boots to BS EN ISO 20346
- High visibility vest to BS EN 471
- Safety helmet to BS EN 397

Hearing protection, safety gloves, dust masks and wet/cold weather gear is available if required.