



Safety step/s at The Uniting Church in Australia VicTas sites are supplied for accessing shelves and displays. They have a wide platform capable of supporting the entire foot. They have a maximum weight rating. There are hazards associated with this equipment and they are minimised when the equipment is used as it is intended.

<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>• Closed toe shoes with non-slip soles</li> </ul>	<b>Safety Equipment</b> n/a
<b>Local controls are required for;</b> <ul style="list-style-type: none"> <li>• Uncontrolled human interactions (impact with the step or user) when on a safety step leading to fall injuries.</li> <li>• Prevention of use by members of the public.</li> </ul>	

### Before use;

- ALWAYS visually inspect the equipment for signs of damage, excessive wear and tear or any other defects
- ALWAYS report any damage or defect to your Church Contact Person / Congregation Leader IMMEDIATELY
- The operator MUST be deemed competent (my instruction and demonstration) by the your Church Contact Person / Congregation Leader
- DO NOT use damaged or defective equipment
- DO NOT attempt to use this equipment if you are physically compromised.

### When in use;

- DO NOT use inferior 'domestic' steps intended for general household use
- Safety steps must be set up on firm and stable ground without a tendency to "wobble"
- Position the safety step to be as close to the work as possible and safely practical
- Do not use a safety step closer than 500mm from a potential fall (a floor edge, step, raised platform)
- When being used, create controls to prevent other workers and members of the public from impacting the safety step and the user of the safety step
- Always face toward the safety step when going up or down the step
- Do not perform work on a safety step that requires a high degree of force or leverage that may cause the operator to over balance and fall
- Keep feet, other body parts and load within the footprint of the safety step. Reaching past the footprint will alter the user's centre of gravity and may lead to a fall
- Do not exceed the maximum weight rating of the safety step. The weight rating of the safety step must be greater (higher) than the COMBINED weight of the user plus any load used (equipment, stock or other items) once on the safety step.
- Do not allow more than one person on a safety step at any time.
- Do not use the safety step for any purpose other than that for which it was designed.
- Do not climb down the safety step with large or heavy items. Items must be passed by another worker to the worker on safety step. If you are the only person available, the task cannot be done until you have someone to assist you

### When not in use;

- **DO NOT** leave safety steps unattended in areas of public access.
- The safety step must be stored in a designated area where it will not cause a tripping hazard.