

## DISMANTLING PODIUM STEPS

The dismantling procedure is simply a reversal of the steps explained for the assembly.

For your safety and that of others, take particular care not to allow components to fall to the ground since this will not only result in damage but may cause serious injury.

### REMEMBER

DO NOT OVER REACH THE GUARDRAILS

THE PODIUM STEP IS AN ALTERNATIVE ONLY TO STEP LADDERS AND SHOULD ONLY BE USED WITH THIS IN MIND

WHEN THE WORKING PLATFORM IS PLACED AT 1M , THE TELESCOPIC GURDRAIL MUST BE RAISED TO ITS MAXIMUM LEVEL

### CHECKLIST

The unit must be checked on a daily basis and after any event which may have affected the integrity of the unit.

CASTORS LOCKED AND SECURE ☐

PLATFORM AND LADDER STEPS CORRECTLY  
FITTED AND LOCKED ☐

FRONT SALOON GATES PROPERLY CLOSED ☐

STABILISERS ARE DEPLOYED AND LOCKED ☐

If a box has not been ticked, do not use the unit until the fault is rectified.

Where the fault is found access to the unit must be stopped.

REFER TO THE CHECKLIST BEFORE USING EACH TIME



### ... have you been trained

The law requires that personnel using steps must be competent and qualified to do so. Podium Step training available at HSS Training Solutions  
**03457 66 77 99**

### ...any comments?

If you have any suggestions to enable us to improve the information within this guide please e-mail your comments or write to the Safety Guide Manager  
at the address below  
**e-mail: [safety@hss.com](mailto:safety@hss.com)**

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343/02

## Operating & Safety Guide 343

# HSS Hire



## Boss Pod 1000 / 1500

Linking a pair or more of BOSS alloy towers providing the ideal platform for light work.



Code 80843 / 80845

## INTRODUCTION

This Guide contains all the information required to correctly assemble the Podium Step. This guide should be used in conjunction with a suitable Risk Assessment and Method Statement (by user) relative to the project to be undertaken. It must be noted that all employers have a responsibility to ensure that work methods (practices) and adequate facilities/ resources are provided to eliminate or minimise risks.

Please ensure you read and fully understand the guide. Follow the content during assembly and ensure that the unit is complete prior to use

## GENERAL SAFETY

1. Check all components are available and operational
2. Inspect the unit components for signs of damage or incorrect functioning prior to use. Damaged or incorrect components (or components showing signs of excessive wear) must not be used and returned to your local supplier. Castors, adjustable legs and saloon door hinge mechanism should be periodically lubricated to keep them free running.
3. Unit is designed for internal use only on flat level surfaces. Check that the ground is capable of supporting the weight of the Podium Step and equipment
4. The safe working load of the Podium Step is 115 kg (one man). No more than 150kg.
5. Castors are secure and bolts tight and the brakes must be locked when the unit is in use.
6. The stabilisers are deployed.
7. The access ladder is located correctly.
8. All claws are locked in position.
9. Ensure the platform is free of persons and equipment and that brake locks are off prior to movement. Beware of soft or uneven ground and overhead obstructions.
10. Mobile access unit must only be moved by pushing at the base.
11. Always be aware of live electrical apparatus, cables or moving parts of machinery.
12. To prevent accidental injury ensure safe positioning of hands and fingers when assembling and dismantling.
13. Never jump onto platforms. Ensure platform is debris free.
14. Ensure guard rails and gates are locked and secure when platform is in use.

**15.** Podium step units are not designed to allow them to be lifted or suspended.

**16.** Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.

**17.** Wear practical, protective clothing, gloves and footwear.

**18.** Avoid loose garments and jewellery that could catch in moving parts and tie back long hair.

**19.** Ensure the work area is well lit and ventilated, if in doubt, ask about lighting and ventilation equipment from your local supplier.

**20.** Make sure that anyone in the immediate work area is warned of what you are doing.

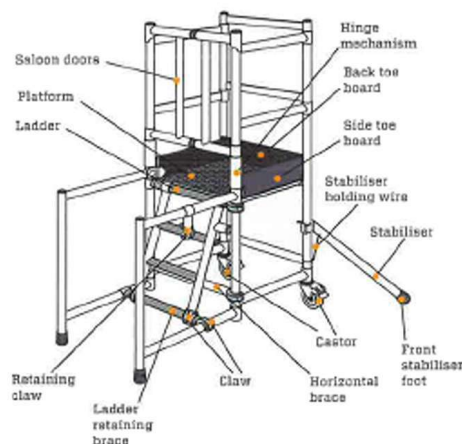
**21.** Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape, available from your local supplier.

**22.** Do not use boxes, ladders or other such means to gain additional height on the platform.

**23.** Care should be taken when using power tools, wash jets or other such tools which can cause a lateral force on the podium step.

*The equipment should be used by an able bodied, competent adult who has read and understood these instructions. Anyone with either a temporary or permanent disability should seek expert advice before using it.*

## IDENTIFIER



The unit contains no detachable parts with the exception of the toe board pack (3 parts) which is available as an accessory.

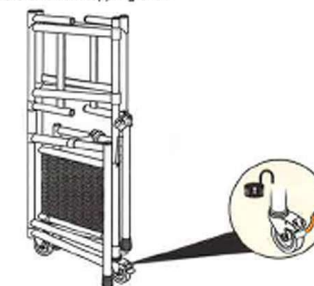
The Boss Pod 1000 weighs 32kg (excluding the toe boards).

The Boss Pod 1500 weighs 38kg (Excluding the toe boards)

## SETTING UP

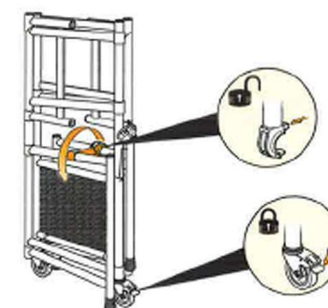
### Move and position

- 1 Move the BoSS Pod to the required location. Ensure that all wheel brakes are unlocked when moving and positioning and lock once in position. Both castors must be positioned as shown, facing the same direction. Ensure firm handgrip or other support to prevent the unit from toppling over.



### Release locking claw

- 2 Ensure castors are locked and the upper-side of the deck is positioned in front of the operator. Open the BoSS Pod by unclogging the retaining claw.



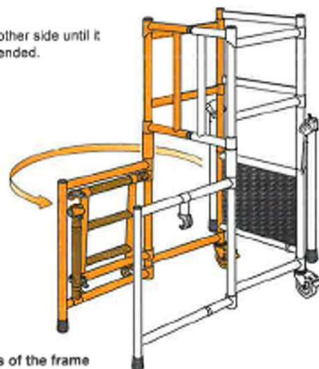
### Unfold sides of the frame

- 3 Open the right side of the podium (whilst facing the platform) until it is fully extended.





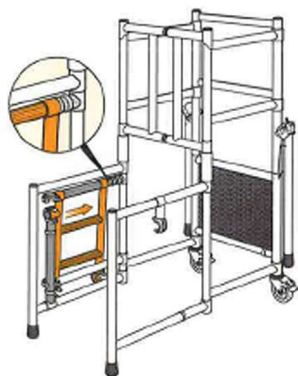
- 4 Open the other side until it is fully extended.



The two sides of the frame should now stand parallel.

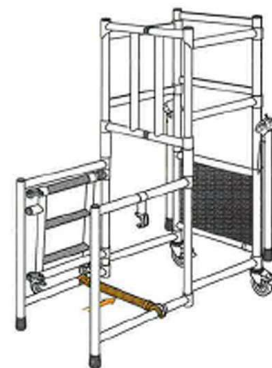
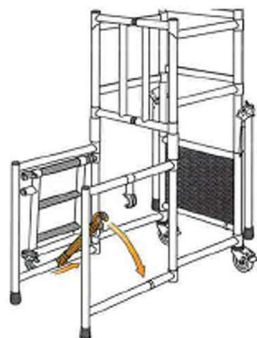
#### Disengage ladder

- 5 Disengage the horizontal brace from the ladder retaining brace and then slide the ladder right to allow it to be disengaged from the ladder retaining brace.

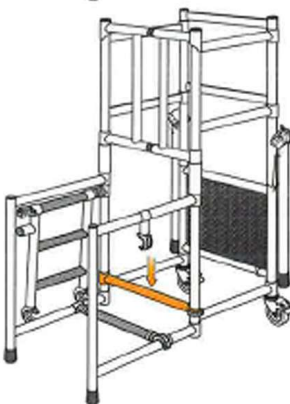
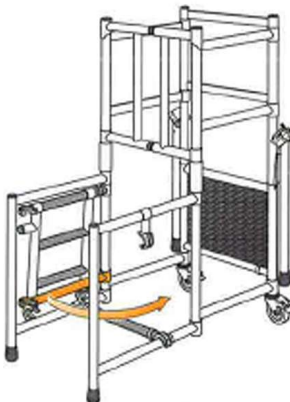


#### Secure ladder retaining brace

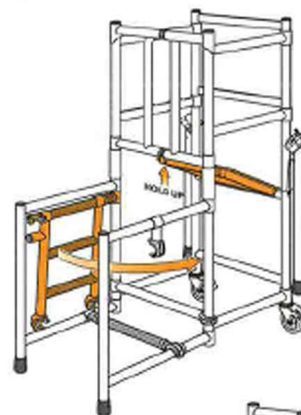
- 6 Slide the ladder retaining brace into position. Ensure it is correctly located by positioning it against the locating ring before engaging the claw.



- 7 Swing across the horizontal brace and attach it to the upright of the frame on the opposite side. Ensure that the horizontal brace is pushed down to rest on the horizontal brace.



- 8 Raise the platform as you swing the ladder across into position.



- 9 Hold up the platform and secure the brace of the ladder on the upright.



#### Secure the platform and ladder

- 10 Drop the platform so that it engages with the top rung of the ladder.

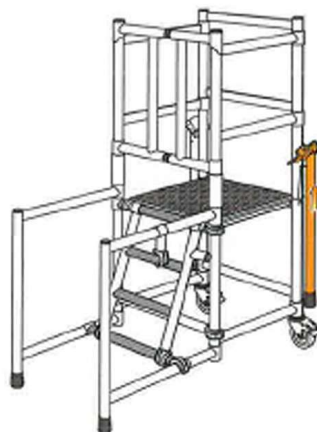
Ensure that the hooks are correctly positioned between the locating rings as shown.



- 11** Ensure that the ladder retaining brace is correctly located by positioning it against the locating ring before engaging the claws of the ladder.



- 13** Lift and turn the stabiliser holding wire clockwise to allow it to move freely and slide it to the bottom of the frame.

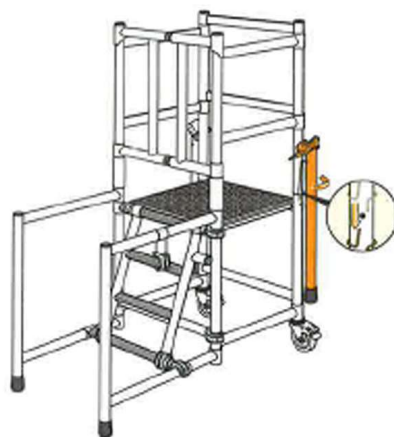
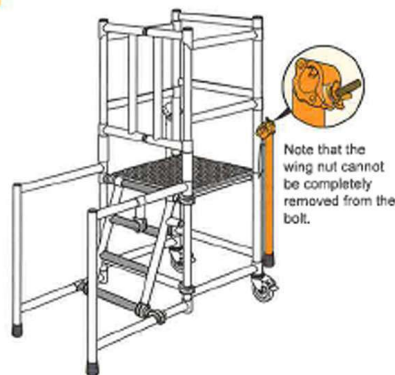


- 15** Repeat the process with the second stabiliser. Ensure that stabilisers are correctly positioned as per guidance on pages 20 and 21.



## Deploy the stabilisers

- 12** Unfasten the clamp on the first stabiliser.

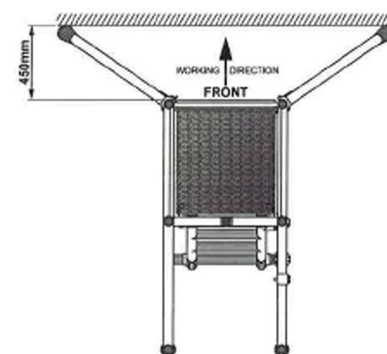


- 14** Lower the stabiliser until it is pushing firmly against the ground and fasten the clamp.

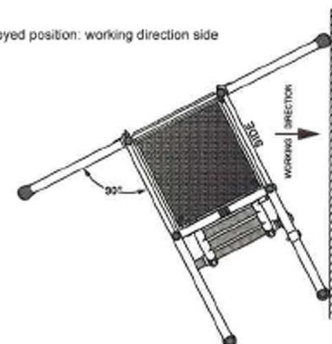


## Stabiliser positioning

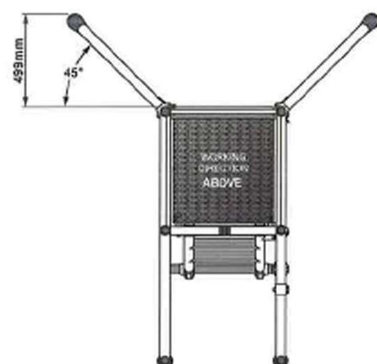
Deployed position: working direction front



Deployed position: working direction side



Deployed position; working direction above



- 3** Clip the toe board against the edge of the front frame and push down to ensure there is no gap between the platform and the toe board.

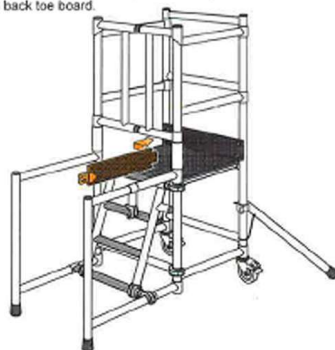


#### Accessory - fitting the toe boards

- 1** Place the back toe board so that it rests on top of the platform and against the back of the frame.



- 2** Slide the side toe board into place, slotting it into the recess on the back toe board.



- 4** Repeat the previous steps to fit the toe board on the opposite side.



# Know Your Symbols

HSS have created clear Icons to inform the hirer of their responsibilities towards the safe use of hire equipment.

These are designed to reduce the amount of different safety information labels required for each product for hire.

## General use PPE / Warning

Clearly marked minimum PPE will be visible on all equipment,



Correct PPE must be worn



HAV Hand Arm Vibration



Danger Rotating blade



Danger Hot exhaust



Danger Electric shock



Caution Abrasive Wheel



Caution Finger trap

## Fuel and Supply Types



**Pe**  
Petrol



**Di**  
Diesel



**2t**  
2 - Stroke Petrol



**EI**  
Electric

## Safe Procedures

All hirers must understand and respect the safe procedures of all equipment.

It is the responsibility of the hirer to maintain and return the equipment in a clean condition and good working order.



**Ro**  
Read OPS Guide



**Ou**  
Outdoor Use only



**HI**  
Heavy Lifting



**Cd**  
Check Oil daily



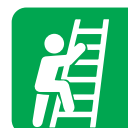
**Cf**  
Check Fuel daily



**Cw**  
Check Water daily



**Bc**  
Battery Care



**Sh**  
Safe Height Working



**Swl**  
Refer to Data Plate



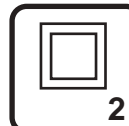
**V**  
Check Power Voltage Data Plate

## Electrical Safety

Safe wiring procedures.



**Ea**  
Must be Earthed Class 1



**Doi**  
Double Insulated Class 2



**Enl**  
Earth Live Neutral Wire Coding

## Return Responsibility

Charges apply to equipment returned dirty and damaged.



**Cc**  
Cleaning Charge



**Rc**  
Repair Charge