

Working platforms, maintenance stairs and platforms Checklist

How safely do you and your personnel work with maintenance stairs and platforms?

Accidents that occur when working with maintenance stairs and platforms often have serious consequences. It's worth taking a look at the right working procedures.

The main risks are:

- Sliding, slipping
- Stumbling, falling off
- Being hit by falling objects

With this checklist you will get a better grip on these risks.

1. Answer the questions in the following section.

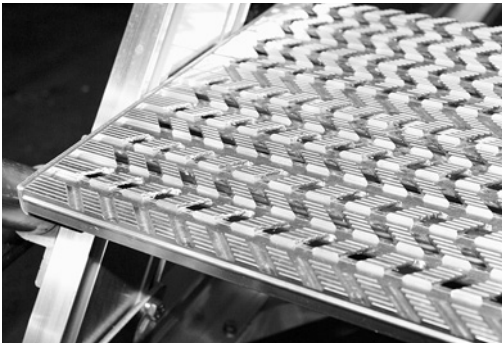
Action must be taken wherever you answer a question with «no» or «partially». Note actions overleaf. If a question is not applicable to your plant, simply remove it from the list.

2. Take action.

Information on the state of the art and state of knowledge regarding maintenance stairs and platforms can be found, for example, in the following standards: EN 12312-8, EN ISO 14122-1 to 3 and EN 131-7.

Acquisition

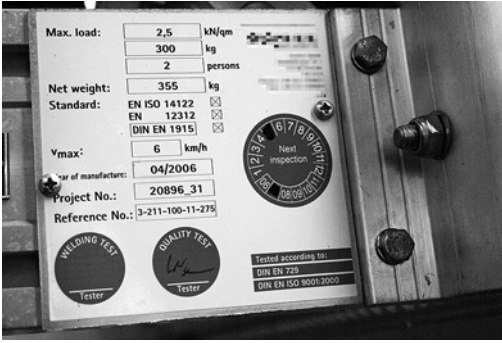
- 1** Are the manufacturer's **operating or assembly instructions** available in your official language? yes
 partially
 no
-
- 2** Do the stair treads and platforms have **antislip** surfaces? (Fig.1) yes
 partially
 no
Rough surface, e.g. nubs, grooved covering.
-
- 3** Is adequate consideration given to the **working environment** when choosing maintenance steps and platforms? yes
 partially
 no
E.g. wet, cold, icy or dusty environments, visibility when dark.
-
- 4** Are the minimum design requirements for **stair steps** and **working platforms** fulfilled? yes
 partially
 no
• Step height + depth = 460 mm ± 10 mm
• Minimum step width: 750 mm
• Minimum length of the working platform: 1000 mm
-
- 5** Are the maintenance stairs fitted with **handrails** and the maintenance platforms fitted with railings and **knee rails**? yes
 partially
 no
Toeboards are also recommended for maintenance platforms.
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- 6** Is any **protection against rolling away** fitted and can the **stability** and **freedom from slipping** of the equipment be guaranteed? (Fig. 2) yes
 partially
 no
-
- 7** Are the **railing components** of the working platforms designed to enable them to be adjusted to meet special workplace situations (e.g. protruding aircraft parts)? (Fig. 2) yes
 partially
 no
-
- 8** Is the **information** required for use given on the manufacturer's specification plate? (Fig. 3) yes
 partially
 no
In particular:
• maximum load
• maximum wind speed (if used outdoors)
• maximum speed at which the unit may be moved



1 Antislip step.



2 Maintenance stairs secured against movement with the railing components folded down.



3 Clearly visible user information.

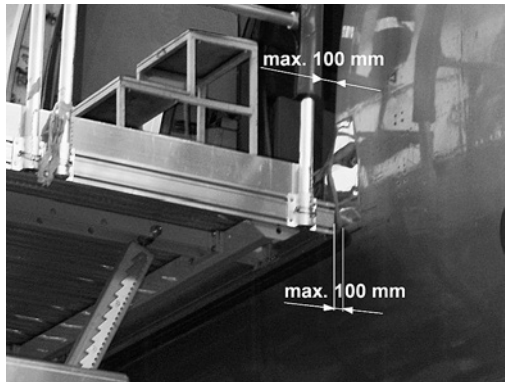
Availability and checking before use

- 9** Are there **enough maintenance stairs and platforms** available and are they suitable **for their intended use**? yes
 partially
 no
-
- 10** Are the maintenance stairs or platforms checked each time for **obvious faults** before being used? yes
 no
In particular:
• Is the securing mechanism for locating the stairs undamaged (hinges, linkage, supports, brake callipers)
• Is the equipment stable and free from slipping
• Are the stairs slip-resistant
• Are stable railings fitted on both sides of the stairs (no faulty railing brackets or hinges)



4 Maximum speed is clearly marked. Reflector for enhanced visibility in the dark.

- 11 Is the **maximum speed** at which the maintenance stairs and platforms can be moved clearly marked and is this also adhered to at all times when moved by a tractor?
(Fig. 4)
- yes
 no
-
- 12 Are the **lanes** and the **access points** to the maintenance stairs and platforms free of obstacles and hidden obstructions?
- yes
 partially
 no
-
- 13 Are the maintenance steps and platforms always set up on a **level and stable surface** (concrete or asphalt)?
- yes
 no
-
- 14 Is consideration given to the **weather conditions** when setting up the equipment (wind, rain, snow, ice)?
- yes
 partially
 no
-
- 15 Is the **gap** between the object on which work is being done and the edge of the platform or the side railing no greater than 100 mm? (Fig. 5)
- yes
 partially
 no
-
- 16 Is the difference in **height** when crossing from the stair step or from the platform to the object on which work is being carried out no more than 20 cm?
- yes
 partially
 no



5 Hazardous zones must be secured.

When carrying out work

- 17 Is the **handrail** always used when ascending and descending the platform?
- yes
 no
-
- 18 Are **large and bulky items** transported using a lifting platform or a lift whenever possible?
- yes
 partially
 no
-
- 19 Do personnel secure themselves against the risk of **falls** whenever possible? (Figs. 6 and 7)
- In particular:
- when additional climbing aids such as stepladders or triple-tread steps are used (railings, safety equipment to prevent falls)
 - when leaving a working platform
- yes
 partially
 no
-
- 20 Are **tools** carried in suitable toolboxes?
- yes
 partially
 no
-
- 21 When work is being done on maintenance stairs and platforms, is care taken to ensure that the **workplaces below** are not exposed to the risk of falling objects or dripping fluids/liquids?
- yes
 partially
 no



6 Fall protection when using a triple-tread step.

Organization and training

- 22 Are the maintenance stairs and platforms serviced periodically according to the manufacturer's instructions and is **servicing work** documented?
- yes
 partially
 no
-
- 23 Do personnel receive regular training in the correct use of the maintenance stairs and platforms and is this **training** documented?
- yes
 partially
 no
-
- 24 Is any check made by superiors on the correct **behaviour of the personnel** when using mobile stairs and working platforms?
- yes
 partially
 no



7 Fall protection when leaving a working platform.

Further information

- Checklist: Mobile Scaffold Towers
www.suva.ch/67150.e

Further risks may be identified in your company within the scope of this checklist. Please take the necessary actions if this is the case and list them on the final page of this document.

Action plan

Working platforms, maintenance stairs and platforms

Checklist completed by: _____

Date: _____

Signature: _____

Make: _____

Type: _____

Year of manufacture: _____

No.	To do	By (date)	Responsible	Done		Notes	Checked	
				Date	Signed		Date	Signed

Follow-up inspection on: _____

(Recommendation: every 6 months)

➔ Any questions? Call us on 058 411 12 12 or email us at kundendienst@suva.ch.
For downloads and orders, visit www.suva.ch/67076.e