

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.

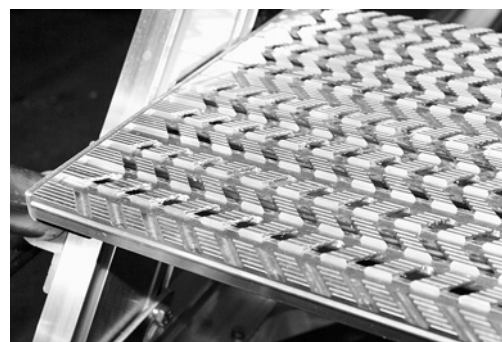
Information on the state of the art and state of knowledge regarding maintenance stairs and platforms can be found, for example, in the following standards: EN 12312-8, EN ISO 14122-1 to 3 and EN 131-7.

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.
- 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

Availability and checking before use

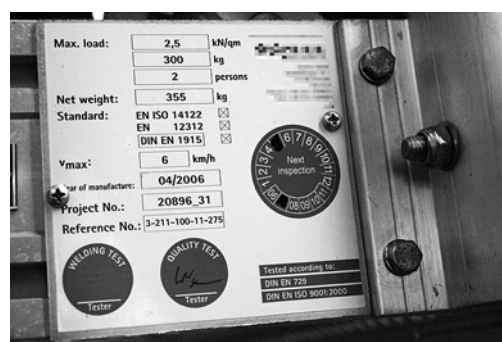
- 9 Are there **enough maintenance stairs and platforms** available and are they suitable **for their intended use**? ☐ yes
☐ partially
☐ no
- 10 Are the maintenance stairs or platforms checked each time for **obvious faults** before being used? ☐ yes
☐ no
In particular:
 - Is the securing mechanism 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)



1 Antislip step.



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



3 Clearly visible user information.



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

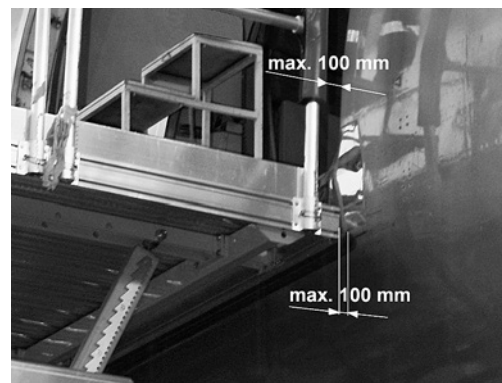
- 11** Is the **maximum speed** at which the maintenance stairs and platforms can be moved clearly marked and is this also adhered to at all times when moved by a tractor? (Fig. 4)
- ☐ yes
☐ no
- 12** Are the **lanes** and the **access points** to the maintenance stairs and platforms free of obstacles 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

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

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



5 Hazardous zones must be secured.



6 Fall protection when using a triple-tread step.



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.

Working platforms, maintenance stairs and platforms

Date:

Signature:

Make:

Type:

Year of manufacture:

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

(Recommendation: every 6 months)


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**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**

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