

KICKSTOOL USER GUIDANCE

The kickstool is a versatile piece of office equipment that is an invaluable part of any workplace. Like all equipment the kickstool can cause accidents when used incorrectly.

Here are a few tips for you to get the most out of your kickstool.



A typical kickstool

Remember to inspect your kickstool before every use, to check that there are no hidden defects or damage.

Operation of your kickstool

The kickstool is deliberately designed for ease-of-use, without the need for special training or equipment. Step firmly up, one foot at a time. Hold any item to be lifted firmly in both hands. Make sure you stand in the centre of the stool's platform, otherwise, you may unbalance the stool and topple. This is particularly important for those stools that do not have spring-loaded castors which lock them into position once a large weight is on them, and which can unexpectedly start moving again if unbalanced.

Once you have mounted your stool and are in a comfortable position, reach up or down the required object. Never attempt to lift very large or heavy objects. If you are unsure, ask a second person to stand by to hand you the item, or to hand down the object to them, before dismounting.

Do not over-stretch whilst trying to reach a great height, or stand on only one foot. It is important to keep both feet firmly on the stool at all times. Dismount slowly and carefully, one foot at a time. Do not jump off the stool, it may become unstable and resume motion. Do not continue to mount the stool if you feel tired or unwell; you could have an accident.

Here are some questions you should ask:

Before use:

1. Is the most suitable equipment for the purpose?
2. Will it allow you to reach without stretching or leaning?
3. Are all the wheels present? Do they rotate freely? (Test this with your hand)
4. Is there any material clogging the mechanism?
5. Are there any cracks or other sign of damage? (any defects should be reported to your line manager)
6. Is the surface of the platform free from contamination by dirt or fluids?
7. Is the floor clean, dry and even?
8. Are you wearing suitable shoes which are not contaminated with oil, water etc and there are no dangling laces

During use:

1. Is the kickstool clear of any obstacles such as where it may be struck by a door, window or person? If this can't be avoided have a person stand guard
2. Don't allow people to pass between the ladder and the shelves or area where work is taking place
3. Don't use a kickstool if you are unwell or suffer from a medical condition that may cause you to lose your balance etc
4. Don't move a kickstool while someone is standing on a rung
5. Don't use a kickstool on movable objects or tables
6. Avoid tasks that impose a side load e.g. pushing boxes on to shelves
7. Ensure all hazardous substances have been removed from around the work area. This will reduce the risk of a spillage.
8. Ensure your body is centred with both feet on the same step while completing the task.

After use:

Is stored in a safe place where it won't be damaged or used by unauthorised people