

Trade-Step 100 Podium Instruction Manual





SAFE WORKING LOADS AND WORKING HEIGHTS

The total loading on the podium structure should not exceed 150kg.
Do not extend the build height above that shown in this guide.

ASSEMBLY PROCESS

1. Preparation

- Locate the podium, ensuring the ground is level

2. Assembly

- Read and ensure you understand the assembly and safety instructions

USAGE ADVICE

- Ensure all components are present, in good working order and correctly fitted before use.
- Ensure that the assembly location is checked to prevent hazards during assembly, dismantling or moving and while working on the podium. Particular attention should be given to the ground condition, whether level or sloping, obstructions and wind conditions. The ground should be capable of supporting the podium.
- Podiums must always be climbed from the front of the assembly using the provided ladder only.
- Moving the podium must only be done by manual effect from the base of the podium.
- When moving the podium be aware of overhead hazards (e.g. electrical cables).
- No personnel or material to be on the platform whilst the podium is being moved
- Beware of horizontal loads which can lead to instability in the podium. The maximum side force is 10kg.
- Do not use boxes or steps to gain additional height. If extra height is required contact your distributor to get an alternative podium/tower.
- Do not lift or suspend an assembled podium
- Damaged components or components from other podiums must never be used.
- When wind exceeds Beaufort force 4, cease using the podium.
- If wind is expected to reach Beaufort 6, tie podium to a rigid structure.
- If winds of Force 8 or greater are forecast, dismantle the podium or remove to shelter.

Wind speeds				
Force	Peak mph	Peak km/h	Peak m/s	Guidance
4	18	29	8.1	Moderate breeze - raises dust & loose paper
6	31	50	13.9	Strong breeze - difficult to use umbrella
8	48	74	20.8	Gale force - walking is difficult

CARE AND MAINTENANCE

- Keep all the equipment clean. Lubricate with light oil.
- Do not strike or hammer components. Do not throw or drop onto hard surfaces.
- Lightly oil spring mechanisms of the hooks.
- For transport and storage, components are best stored vertically.
- Damaged parts must be repaired or replaced; refer to the Instant Upright website for further advice or contact your equipment supplier for advice.

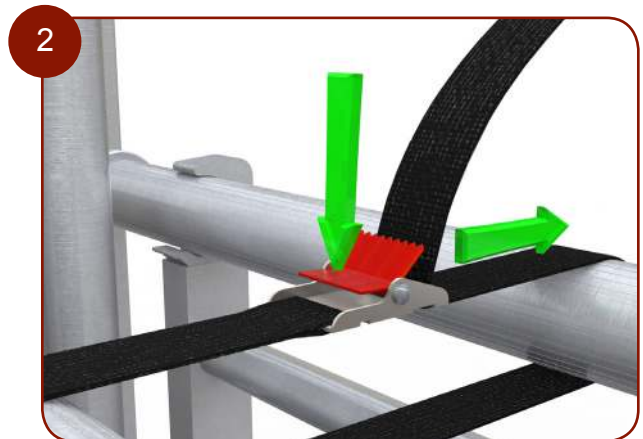
SPECIFIC PRODUCT INFORMATION

Platform Height (m)	1m
Work Height (m)	3m
Podium Height (m)	2m
Podium Weight (kg)	30kg
Podium width (m)	1m
Podium width folded (m)	0.56m
Podium length (m)	1.5m

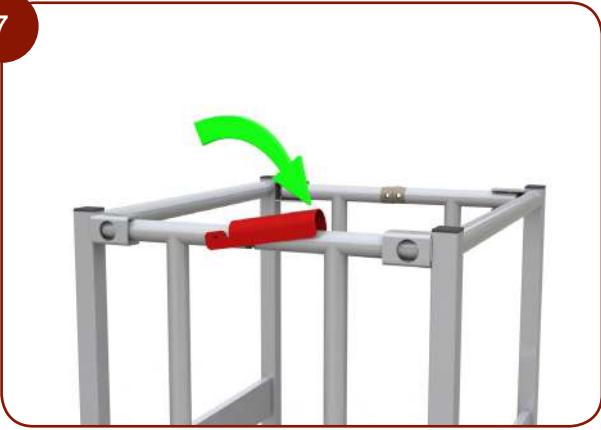
MOVING PODIUM TOWERS

To move the podium to a new position, first prepare the podium.

- Ensure that the podium is empty (material and personnel).
- Check for overhead obstructions including electrical cables.
- Repack the podium to the state shown in **1** if the podium is to be moved in a confined area
- Carefully move the podium by lifting the front until the wheels make contact with the ground and push to the new location.
- Once positioned prepare the podium for use.
- Check and adjust as necessary to ensure all feet are in firm contact with the ground.




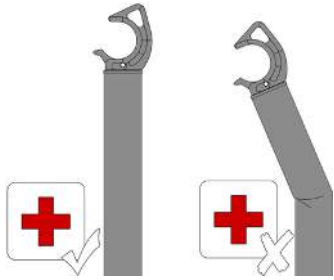
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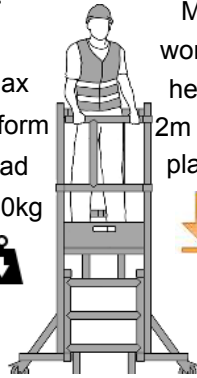
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 Do not use the podium if damaged



Max
platform
load
150kg

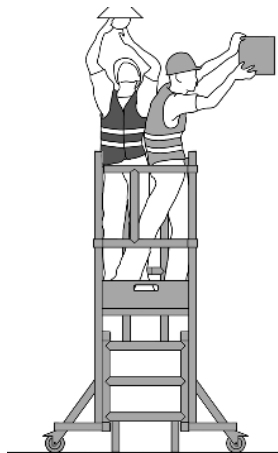


Max
working
height
2m above
platform

 Ensure all hooks
latches are closed



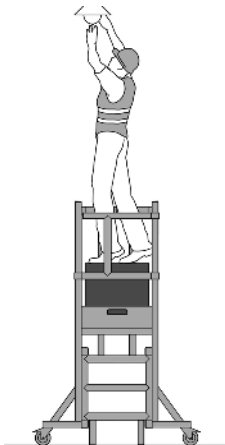
Single person use only



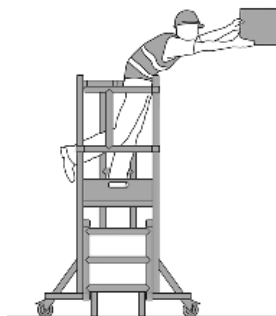
Only access the
Podium using the
steps provided



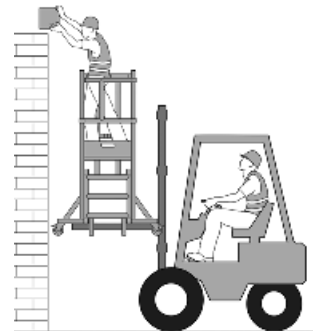
Never stand on the side
protection or use boxes,
stepladders or other objects
to gain additional height



Do not over-reach



Never lift the podium to
gain height





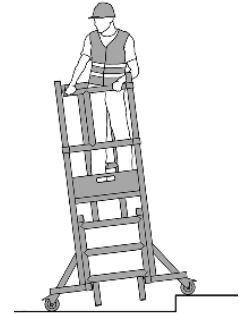
Never move whilst a person is standing on the platform



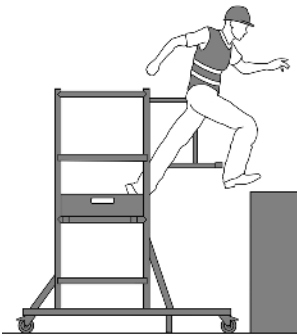
Maximum horizontal load = 10kg



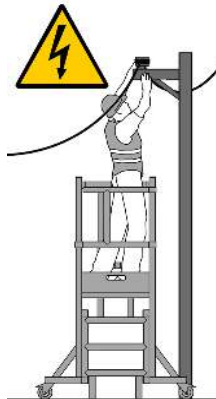
Never use on sloping or uneven surfaces



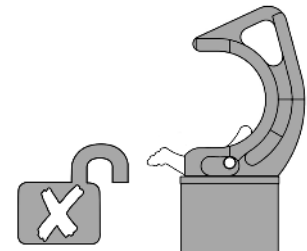
Never use as a means of access to another place



Never work near power lines or other electrical equipment



Ensure all latches are closed before working from the platform



Read the instructions



Trade-Step 100 unit weight: 30kg

Parts:

1. Podium frame
2. Access steps
3. Platform

Ensure all components are present and correctly fitted before use

Complies with PAS250:2012