

Our Safe System of Work is Yours



Issued September 2005

ALPHASTEP



INSTRUCTION MANUAL

These instructions and the equipment described are in accordance with:
BS EN 1298 - en
BS EN 1004:2004

TURNER ACCESS

www.turner-access.co.uk

INTRODUCTION

The Alphastep Instruction Manual contains all the information required to correctly assemble the ALPHASTEP 250 platform. 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 & MAINTENANCE NOTES

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 and adjustable legs 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 Alphastep and equipment.
4. The safe working load of the Alphastep platform is 115 kg (one man).
5. Castors must be locked when unit is in use.
6. Ensure that 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.
7. Mobile access unit must only be moved by pushing at the base.
8. Always beware of live electrical apparatus, cables or moving parts of machinery.
9. To prevent accidental injury ensure safe positioning of hands and fingers when assembling and dismantling.
10. Ensure that telescopic guardrail is free from contaminants and lubricated at regular intervals
11. Never jump onto platforms. Ensure platform is debris free.
12. Check that Castor Locking Bolt (to frame tube) has not loosened through use of Alphastep. Tighten bolt, if necessary, by turning 19mm bolt clockwise.
13. Ensure guardrails and gates are locked and secure when platform is in use.
14. Alphastep 250 units are not designed to allow them to be lifted or suspended.

15. Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
16. Wear practical, protective clothing, gloves and footwear.
17. Avoid loose garments and jewellery that could catch in moving parts and tie back long hair.
18. Ensure the work area is well lit and ventilated, if in doubt, ask about lighting and ventilation equipment from your local supplier.
Do not work near flammable gases or liquids, petrol or paint thinner fumes for example. Keep combustible materials at a safe distance - at least 5m.
19. Make sure that anyone in the immediate work area is warned of what you are doing.
20. 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.
21. Do not use boxes, ladders or other such means to gain additional height at the platform.
22. Care should be taken when using power tools, wash jets or other such tools which can cause a lateral force on the Alphastep 250.

This 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.

SAFE WORKING LOAD

The safe working load is 115 Kg and must not be exceeded.

BRACES

All braces are fitted with self-priming triggers that automatically lock when attached to the unit.

Remove the braces from the unit by releasing the trigger.

DISMANTLING THE ALPHASTEP

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.

TRAINING

These instructions do not take the place of proper training. Consult your supplier for details of specific training courses for users of low level access units.

DAILY CHECKS

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

Use the checklist below prior to use.

- Castors Locked and secure
- Platforms and steps correctly fitted and locked
- Telescopic Guardrails correctly located and secure (if used)
- Front and Rear Gates properly closed

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

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

EQUIPMENT CARE

The equipment has design limits and should not be exceeded.

If the equipment appears to be unsuitable for the required job then assume that it is not the correct tool for the job. Contact your local supplier.

Keep the equipment clean by regular cleaning rather than at the end of the hire period.

Immediately wash off paint or other fluids that could mark or stain the equipment.

When not in use, **store the equipment in a clean and dry environment**, safe from potential theft.

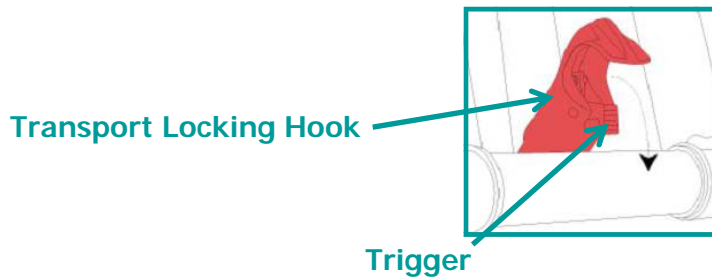
ALPHASTEP 250 ASSEMBLY

It is essential to familiarise yourself with the equipment before commencing assembly procedures.

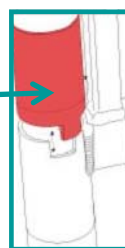
The Platform must be assembled before use.

To assemble the platform, take all the components to the work area.

1. Wheel the unit to location where Alphastep is required.
2. Release the Transport locking hook by squeezing the trigger and moving it clear.



Rear Hinged Section



Castellation Sleeve

3. Unfold the unit by moving both frames out until the rear hinged section is fully extended and the castellation sleeve has automatically engaged.

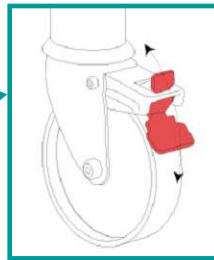


4. Place the Alphastep platform at the desired height.

Note This will assist in "squaring" the unit.

Lock the platform in position using platform locking devices.

5. Lock all castor brakes by moving the lever down.



6. After locking castors in position, set at 90° to frame.



7. Close guardrail ensuring that it is locked securely.

All steps are fitted with a hooked end and a locking device at the opposing end.



8. Fit the steps ensuring that the hooked end fits around the horizontal and lock at opposite end using locking device.

9. Check unit thoroughly ensuring that all components are secure and correctly fitted.

10. When access is gained to the working platform, close the gate and lock securely.

The **Alphastep 250** platform is complete and ready to use.

TELESCOPIC GUARDRAIL

To extend the platform to its **maximum** height position it is necessary to extend the telescopic guardrails.

The following instructions detail the steps required to undertake this operation.



1. Open Guardrail and gate.

2. Raise one guardrail at a time by pulling back the self return locks simultaneously and raising the guardrail 25mm.



3. Release the self return locks and raise the guardrail frame until the self return locks locate at the maximum position.



4. Close Guardrail.
5. Place working platform at 1m level.
6. When access is gained to the working platform, close the gate and lock securely.

The **Alphastep 250** platform is complete and ready to use at its maximum height position.

REMEMBER

DO NOT OVER REACH THE GUARDRAILS

THE *ALPHASTEP* 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 GUARDRAIL MUST BE RAISED TO ITS MAXIMUM LEVEL



For Technical advice (or further information) on **ALPHASTEP 250**, please contact:
Turner Access Ltd, 65 Craigton Road, Glasgow, G51 3EQ

Tel: +44 (0) 141 309 5555 Fax: +44 (0) 141 309 5436
Email: enquiries@turner-access.co.uk

