

## Mobile Safety Steps Daily Check Sheet

| <b>Floor Locking Feet</b>                           | <b>Yes</b> | <b>No</b> | <b>Notes</b> |
|---|------------|-----------|--------------|
| Are rubber pads in place and in good condition?     |            |           |              |
| Are endcaps in place and in good condition?         |            |           |              |
| Are feet in good condition?                         |            |           |              |
| Do feet sit on floor correctly?                     |            |           |              |
| <b>Treads and Tread Covers</b>                      |            |           |              |
| Is grip tape/rubber in place and in good condition? |            |           |              |
| Are tread covers correctly fixed?                   |            |           |              |
| Are there any trip hazards?                         |            |           |              |
| <b>Locking Mechanism</b>                            |            |           |              |
| Does locking mechanism function correctly?          |            |           |              |
| Is lock secure and fixed in place?                  |            |           |              |
| Do wheels clear floor when locked?                  |            |           |              |
| <b>Under Step Castors</b>                           |            |           |              |
| Tyres in good condition?                            |            |           |              |
| Cores in good condition?                            |            |           |              |
| Swivel bearings in good condition?                  |            |           |              |
| Fixings in good condition?                          |            |           |              |
| Free of foreign bodies?                             |            |           |              |
| Do wheels roll freely?                              |            |           |              |
| Do castors swivel freely?                           |            |           |              |



Handling Your Handling Needs  
 VAT Registration Number 836 905013  
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| <b>Climbing Steps</b>                         | <b>Yes</b> | <b>No</b> | <b>Notes</b> |
|---|------------|-----------|--------------|
| Are handrails in good condition?              |            |           |              |
| Are handrails secure without any excess rust? |            |           |              |
| Do handrails have any serious deformation?    |            |           |              |
| No excess movement on steps?                  |            |           |              |
| <b>Fixed Axle Wheels</b>                      |            |           |              |
| Tyres in good condition?                      |            |           |              |
| Cores in good condition?                      |            |           |              |
| Axle in good condition?                       |            |           |              |
| Fixings in good condition?                    |            |           |              |
| Free of foreign bodies?                       |            |           |              |
| Do wheels roll freely?                        |            |           |              |
| <b>Gates and Access Off Top Platform</b>      |            |           |              |
| Do gates lock correctly?                      |            |           |              |
| Do hinges work correctly?                     |            |           |              |
| Is there appropriate signage?                 |            |           |              |
| Is there appropriate failsafe?                |            |           |              |
| Free of foreign bodies?                       |            |           |              |
| Do wheels roll freely?                        |            |           |              |
| Do castors swivel freely?                     |            |           |              |



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## Mobile Safety Steps Daily Check Sheet

| Overall Structure   | Yes                      | No                       | Notes |
|---|--------------------------|--------------------------|-------|
| Structure free from excessive deformation?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Free from excess rust?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Are welds sound and without any cracking or rust?   | <input type="checkbox"/> | <input type="checkbox"/> |       |
| When Wheels are locked down, is frame stable with minimal movement/sway?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| <p>If you have noted any of the above problems or have any other concerns about your sack truck, take immediate action and contact your engineer or supervisor. Any of the above problems can be dangerous to the operator and could damage any goods being carried.</p> <p>Please note any other issues which have been viewed here;</p> |                          |                          |       |
| <p>Date of Inspection _____ Operators Signature _____</p>   |                          |                          |       |



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