



RIDGEWAY

HIPOD USER GUIDE

HIPOD 1000, 1200 & 1500

Mobile One Person **LOW LEVEL WORKING PLATFORM (LLWP)**
Maximum Safe Working Load 150 KG

info@ridgeway-online.com
www.ridgeway-online.com



SAFETY INFORMATION

IMPORTANT: Never use the HIPOD LLWP until you have fully read and understood the user guide and the HIPOD LLWP has been correctly set up using the information it contains.

ALWAYS carry out a Risk Assessment for each task before you start work, to ensure the HIPOD LLWP is the appropriate mode of access for the task that needs to be undertaken.

SAFETY CHECKLIST

- Is the HIPOD in good condition (see equipment care & inspection information).
- The total load (person plus equipment) should not be more than 150kg.
- Ensure castors are firmly braked off and in contact with the floor.
- The access ladder is correctly located.



- Ensure side arm is correctly positioned.
- The HIPOD is in the correct position for work and over reaching is avoided.
- Ensure the height of the HIPOD is also conducive to the instructions and work being carried out.
- All safety gates and locks are engaged when in use.



EQUIPMENT CARE

Maintenance checks before use:

- ✓ Check that the HIPOD LLWP structure is not bent, bowed, twisted, dented, cracked or corroded.
- ✓ Check that fixings (usually welds, rivets, screws or bolts) are good, appropriate, not missing, loose, or corroded.
- ✓ Check that components are not missing, loose, excessively worn, corroded or damaged.
- ✓ Check that the locking mechanisms are operating and locking correctly. Gate hinges, springs, ladder hinge, elbow locking joints and platform clips are not damaged.
- ✓ Check the side arm and rubber feet are not worn.
- ✓ Check all caster wheel brakes operate.
- ✓ Check that the entire HIPOD LLWP is free from contaminants. (e.g. dirt, mud, paint, oil or grease)
- ✓ Check that the platform has no missing parts or fixings and is not damaged or corroded.

Note: If any of the above checks cannot be fully satisfied you should **NOT** use the HIPOD LLWP.

Repairs:

- Replacement parts are available and simple to replace. Contact your supplier.
- You should not attempt to repair the LLWP unless you are qualified/competent to do so.
- You can seek advice from the manufacturer regarding repair or replacement.

Storage:

The important considerations when storing a LLWP (not in use) should include the following:

- Is the HIPOD LLWP stored away from areas where its condition could deteriorate more rapidly (e.g. dampness, excessive heat, or exposed to the elements)?
- Is the HIPOD LLWP stored in a position which helps it to prevent damage?
- Is the HIPOD LLWP stored where it cannot be damaged by vehicles, heavy objects, or contaminants?
- Is the HIPOD LLWP stored where it cannot cause a trip hazard or an obstruction?
- Is the HIPOD LLWP stored securely where it cannot be easily used for criminal purposes?

DO NOT TRANSPORT OR MANOEUVRE THE HIPOD BY THE ACCESS LADDER, THIS WILL CAUSE DAMAGE

DO'S AND DON'TS WHEN USING A HIPOD WORK PLATFORM...

✓ DO'S...



1.

Read the instructions



2.

Inspect before use



3.

Working platform must be level



4.

Ensure all components are present and correctly fitted before use



5.

Only ascend or descend the LLWP using the access provided



6.

Face the access when ascending and descending



7.

Ensure all breaks are locked, where the LLWP incorporates breaks e.g. Caster Wheels



8.

Ensure side protection gates is closed and secure before use

X DON'TS...



1.

Do not use Damaged Equipment



2.

Do not overreach



3.

Do not use on loose or slippery surfaces



4.

Do not use on sloping or uneven surfaces, where the LLWP is not fitted with a means of levelling the LLWP, such as adjustable legs. Contact the manufacturer for further information



5.

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



6.

Never more than one person



7.

Never move when a person is standing on a work platform



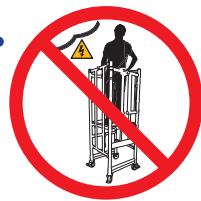
8.

Never use as a means of access to another place



9.

Never stand on the access ladder to work



10.

Never work near power lines or other electrical Equipment



11.

Beware of finger traps



12.

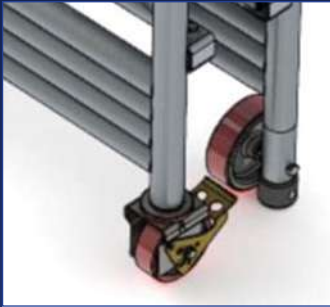
Do not transport product using access ladder

SETTING UP THE HIPOD LLWP

When moving and positioning the HIPOD LLWP ensure caster wheel brakes are unlocked.

Opening the HIPOD LLWP

1. Place the closed unit in the upright position, unlock all casters.



2. Release locking brace that locks the front and rear frames together.



3. Open front and rear frames which will allow both side frames with elbow joints to unfold.

Once opened fully insert the locking pin into the locating hole.

Once in place fold the metal clasp over the pin to keep in place. Always check elbow joints are locked and secure before proceeding.



4. Lower and pivot the access and egress ladder to the ground by releasing the locking strap situated to the side of the front frame.

Ensure ladder locking arm is engaged and secure in the sprung catch before climbing the ladder.



5. When the HIPOD LLWP is square and in position locate the platform at the chosen height.



6. Ensure all castors and feet are correctly positioned on the floor.



7. Ensure all caster wheels are locked before use and pointing outwards.



IMPORTANT: Never climb the HIPOD LLWP until you have checked the following:

- The ladder is secure and positioned correctly.
- The platform is secure and positioned correctly.
- All Casters / base plates are positioned correctly.
- All locks to folding gate and casters are applied.
- Side arm is secure.

8. Using the ladder section climb onto the platform of the workstation. Push the sprung saloon gate when entering the platform.

The sprung saloon gate will self-close when on the work platform.

Ensure saloon gate has closed before any work.

Altering the platform height on the HIPOD LLWP:

1. Release locking clips from the front and rear tubes
2. Position platform at the lower level ensure claws are positioned over the front and rear tube
3. Lock platform retaining clips

HIPOD OPTIONAL EXTRA

Toeboards are an optional extra
please contact your supplier for further details.

Caster, Base Plate, and Adjustable leg Fitting

1. Remove the leg fitting by pulling firmly to discharge the spring tension
2. Replace the other leg fitting by pushing the top into the empty podium leg depressing the captive spring.



RIDGEWAY

Belfast:
103 Airport Road West
Belfast
Co. Down
BT3 9ED
Tel: +44 (0) 28 90454599

Ashbourne:
Unit 1 & 2 Greene Park
Ratoath
Ashbourne
Co. Meath
A84 XD98
Tel: +353 (01) 802 7173

Email: info@ridgeway-online.com
Web: www.ridgeway-online.com