

# Step-Up100 and Step-Up150 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
- Unlock the brace hooks

#### 2. Base

- Lock the castors before ascending any part of the podium

## 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.
- Face the access when ascending and descending.
- 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	1.5m
Work Height (m)	3m	3.5m
Podium Height (m)	2m	2.5m
Podium Weight (kg)	38kg	41kg



All dimensions shown are for the 1m Podium except those marked \* (1,5m Podium).

## MOVING PODIUM TOWERS

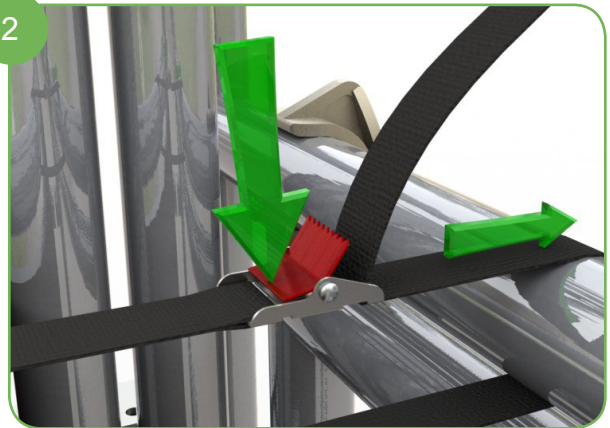
To move the podium to a new position, first prepare the podium.

- Check that the wind speed does not exceed 29km/h (8.1m/s).
- Ensure that the podium is empty (material and personnel).
- Check for overhead obstructions including electrical cables.
- Release the castor brakes.
- Carefully move the podium by manually applying force at the base. Do not use mechanical means to move the podium.
- Once positioned prepare the podium for use.
- Check and adjust as necessary to ensure all castors are in firm contact with the ground.
- Reapply the castor brakes.

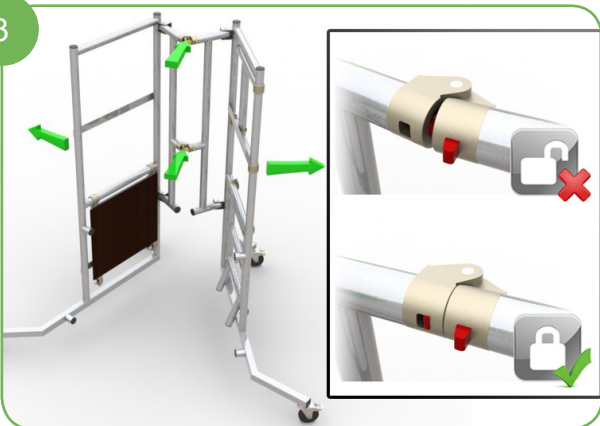
1



2



3



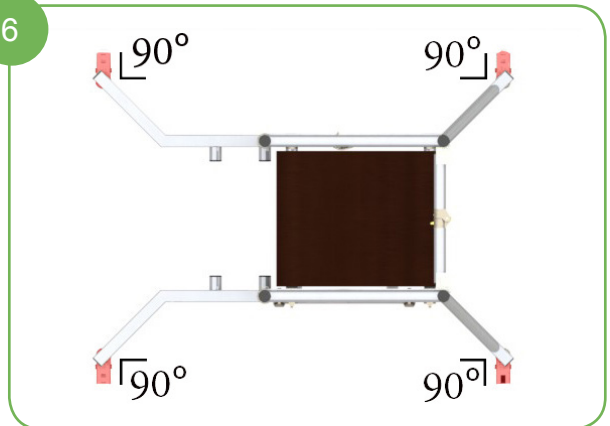
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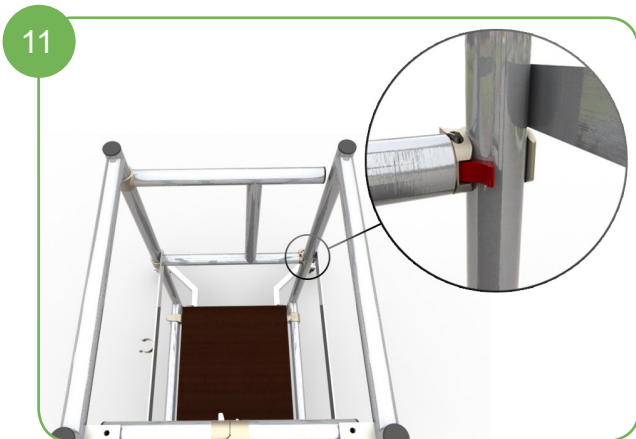
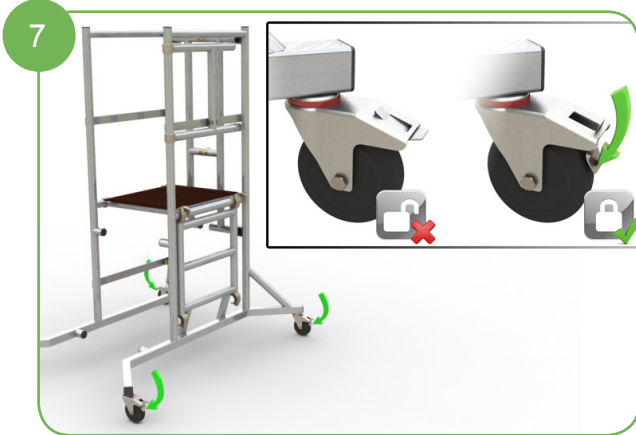


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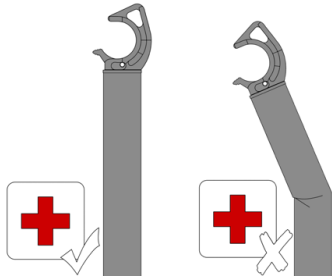
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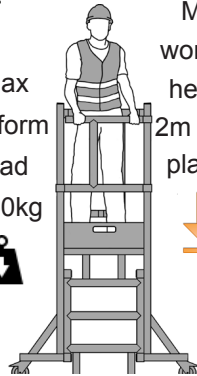




Do not use the podium if damaged



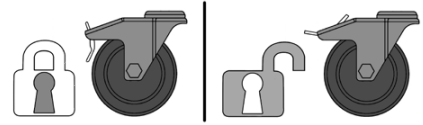
Max  
platform  
load  
150kg



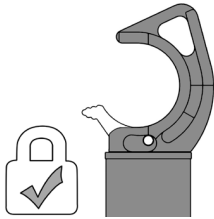
Max  
working  
height  
2m above  
platform



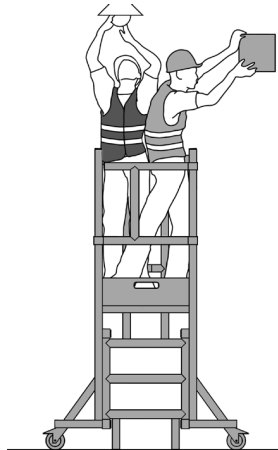
Ensure castors are locked before use



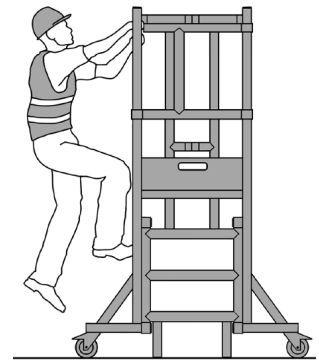
Ensure all hooks  
latches are closed



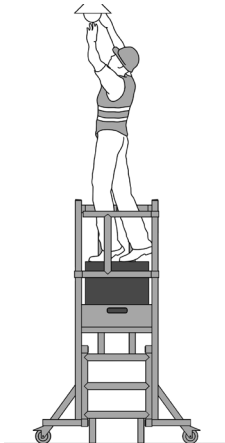
Single person use only



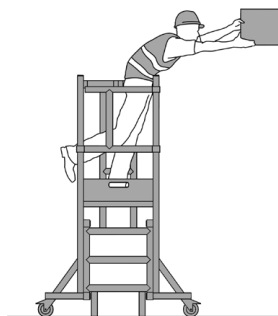
Only access the  
Podium using the  
steps provided



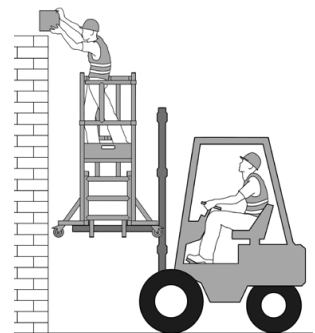
Never stand on the side  
protection or use boxes,  
stepladders or other objects  
to gain additional height



Do not over-reach



Never lift the podium to  
gain height



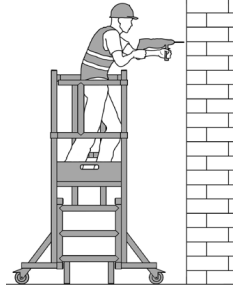


Never move whilst a person is standing on the platform



Maximum horizontal load = 10kg

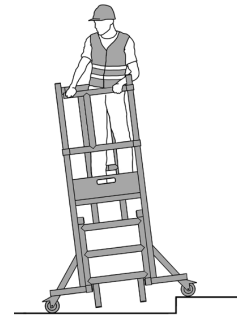
<10kg →



Never use on sloping or uneven surfaces



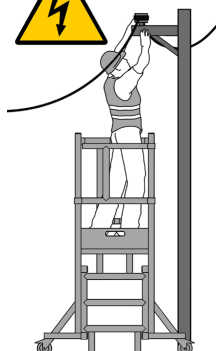
Ensure platform is level



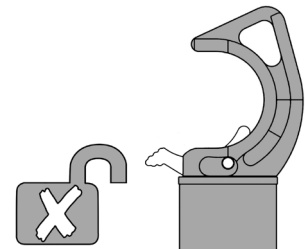
Never use as a means of access to another place



Never work near power lines or other electrical equipment



Ensure all latches are closed before working from the platform



Read the instruction manual before use



Step-Up 100 unit weight 32.5kg

Step-Up 150 unit weight 36.5kg

Parts:

1. Podium platform frame
2. Access steps

Ensure all components are present and correctly fitted before use

Complies with PAS250:2012