

INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS



Users of **Safesmart Access AdjustaStairs** please read the following instructions carefully and do not use the stair until the instructions have been read and understood.

AdjustaStairs are designed and manufactured to the relevant requirements of and **AS/NZS 1576.1:2010 & AS1576.3:2015**.

Any operator expected to use or install the Stair should have received training in its safe use and have conducted a risk assessment prior to use.

There is further general information on safe working at heights in the following website: www.dol.govt.nz



SafeSmart New Zealand
PO Box 62, Maungaturoto
Northland, New Zealand 0547
NZ PHONE +64-9-431-1055
www.safesmartaccess.co.nz

INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION

PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

MAINTENANCE

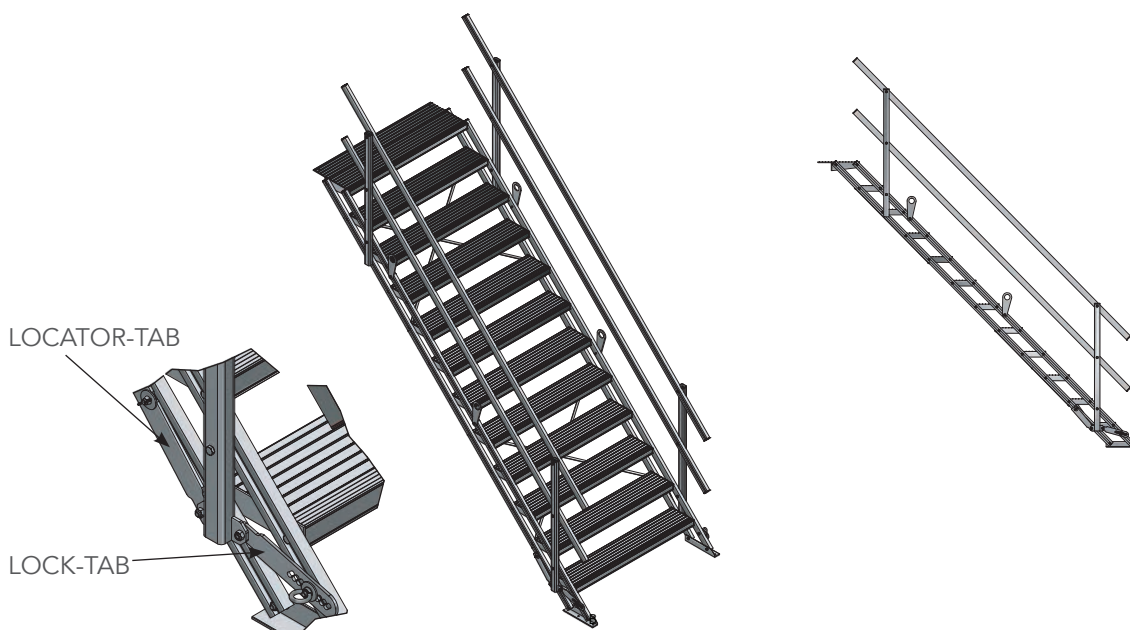
- The AdjustaStairs should be checked monthly for damage such as dents, stress cracks, weld cracking, buckling, missing components, damaged hardware and the like. Details of checks should be recorded in the company's plant maintenance records.
- If any of the above defects are discovered these should be immediately reported to the workshop manager/site supervisor for replacement or repair. Use of the AdjustaStair should be discontinued until it has been cleared safe for use.
- Check that the step pivot bolts/nuts are secure before each use. Ensure there are at least 2 turns of bolt thread visible beyond the nylon nuts. Note; nuts must not be over-tightened as this will reduce the adjustability of the stair.
- Ensure each step is kept clean of rubbish and grease etc. Clean it regularly with a standard cleaning agent and water.

All replacement components used in AdjustaStairs must be supplied by Safesmart Access.

OPERATION

1. Place the stair on the support surface with the top step facing the fixing location.
2. Open the stair treads by twisting steps, to minimum of 30deg.
3. Lift the Handrails until the Locator-tab can be slipped over the bolt, and tighten the wing-nut firmly.
(Note: This will not be possible with the stair closed - hence the need for step 2. above)
4. The above steps are to be completed on the handrails on both sides.
5. Tighten the lock-tab by hand only, to prevent the stair closing while being lifted.
6. Using two people each side of the stair, (Crane lifting lugs are fitted to larger stairs) raise the top step end of the stair and place it on to the fixing location. Adjust the angle of the steps to ensure they are level and the notch in the top step fits firmly onto the support position.
7. Fix the top step onto the support rail, floor or beam. See fixing details for the top step in these instructions for various fixing options.
8. Ensure the bolt is seated snug in one of the serrations in the lock-tab, by pushing it up or down, and tighten the lock-tab firmly by using a spanner or similar, inserted through the eye-nut.
9. Where possible fix the foot of the stair onto the lower support surface. See fixing details for the bottom feet in these instructions.
Your stair is now ready for use.

Note: Ensure the nylon step mount bolts do not loosen with age. If this occurs tighten them, however, do not over-tighten as this will make the stair difficult to fold for transport and storage.



INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION

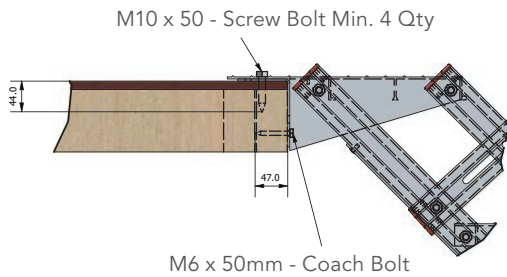
PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

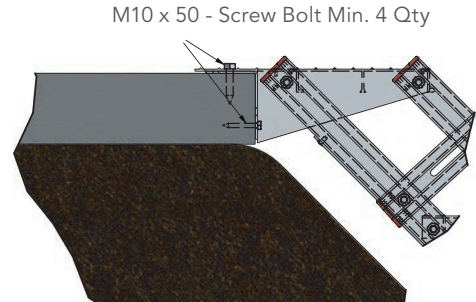
ADJUSTASTAIRS

The innovation design allows the treads to move with stringers. They will self-level to provide a firm, flat surface at the desired height and pitch angle, once level, they are fixed to the support surface as shown below.

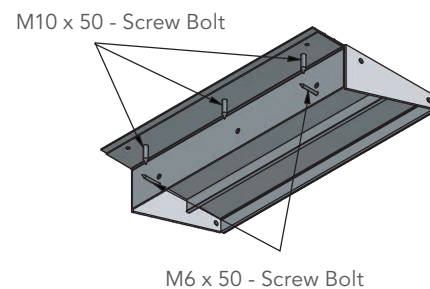
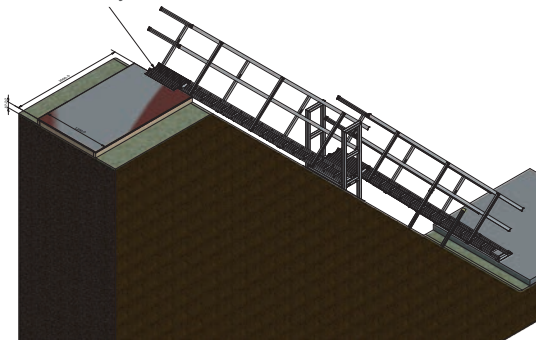
TIMBER FIXING - TOP STEP



CONCRETE FIXING - TOP STEP

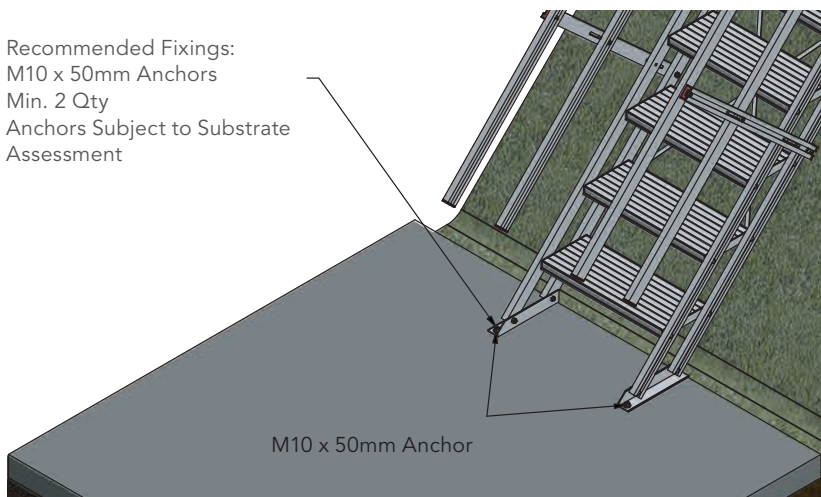


Recommended Fixings:
Minimum 4x M10x50mm Screw Bolts
Anchors Subject to Substrate Assessment



FIXING DETAILS - BOTTOM FEET

Recommended Fixings:
M10 x 50mm Anchors
Min. 2 Qty
Anchors Subject to Substrate Assessment



INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

SAFETY

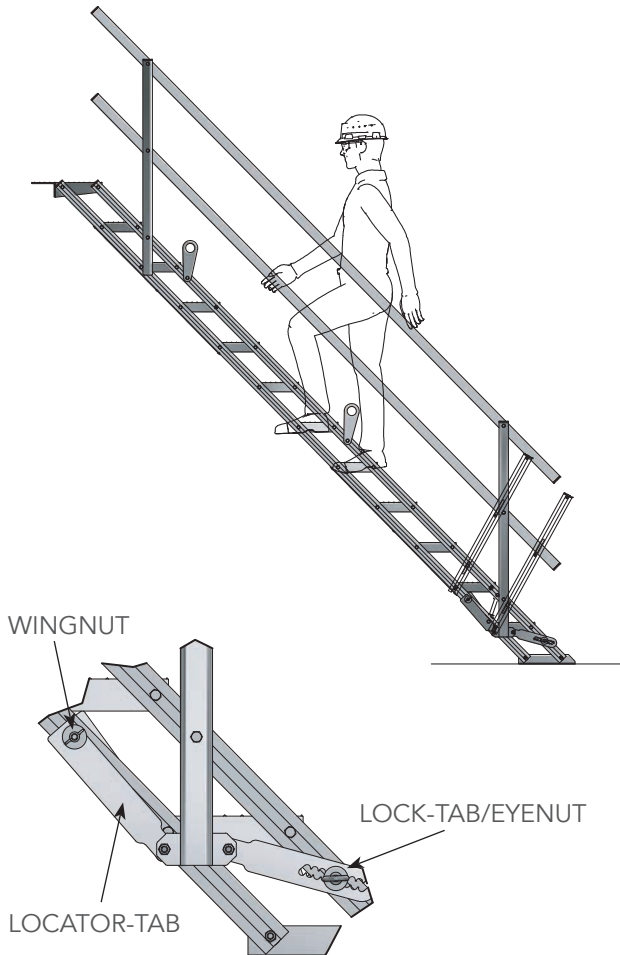
The manufacturer's recommended maximum safe working load limit is displayed on the AdjustaStairs and must not be exceeded at any time.

DO NOT USE THE ADJUSTASTAIRS:

- If the total load will exceed the manufacturer's SWL.
- If the user is affected by alcohol or drugs.
- If any conductors of an overhead electrical powerline are less than 4mtrs from the AdjustaStair.
- If the AdjustaStair has not been fixed securely to the support surface according to manufacturer's instructions both at the top and base.
- If the AdjustaStair handrails are not in place with bolts securely tightened.
- If the AdjustaStair has not been subjected to regular maintenance checks or is known to be defective.
- When the steps are greasy or slippery and poor footing results.
- If the AdjustaStair has not been installed correctly and been signed off as fit for use by the site safety supervisor or person authorized to do so.
- If the angle of slope of the AdjustaStair is outside the ranges mentioned in the manufacturer's instructions.

STORAGE

AdjustaStairs may be stored outdoors.



INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION

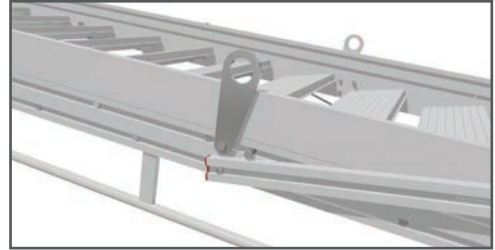
PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

ACCESSORIES

LIFTING LUGS

- Attach to any aluminum AdjustaStairs model.
- Enables the Adjustastair selfweight only to be lifted by a crane or mechanical device by attaching certified strops/chains to Lifting lugs.
- Ensure the operator is competent in the use of the lifting device.
- 4x Lifting lugs spaced evenly, 2x each side of the stair enables a horizontal lift.
- The Working Load Limit (WLL) of each Lifting Lug is 100kg.



600MM STEP ATTACHMENT*

- Attaches to the bottom of any 600mmW AdjustaStairs model to add an extra 600mm of height.
- Can also be used as an independent step or stair where space is limited.
- Ensure the brackets at the base of the Adjustastair are firmly bolted to the top of the Step extension using Grade 8.8 M10 bolts/nyloc nuts.



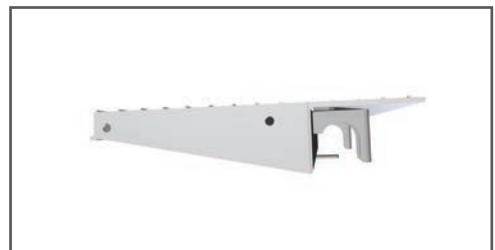
TRUCK ACCESS ADJUSTASTAIRS

- Adjustastairs can be used to access truck decks.
- The largest model used in this configuration is 6 steps.
- The top step is modified and rubber pads are fixed underneath the leading edge to rest on the truck deck.
- Use the regular assembly and installation instructions to set up the stair ensuring the top step is fully supported by the truck deck.
- In this instance the stair base and top step do not need to be fixed to the support surface, however, extra care is required to ensure the stair is firmly supported and that the steps are level.



SCAFFOLD MOUNT HOOK

- Attaches to the top fixing plate of the AdjustaStairs and clamps stairs to a scaffold tubular ledger.
- Ensure top step is level and the clamps firmly tightened before using the Adjustastair.



BEAM COUPLER

- Beam coupler can be used in conjunction with Scaffold mount hooks and enables the Adjustastair to attach to a fixed member.
- Coupler a section of 50 x 3mm tube to the mount hook so that it protrudes either side of the top step a minimum of 100mm.
- Attach the Beam coupler to the protruding ends of the tube and the supporting fixed member.
- Ensure the top step is level and all fittings are firmly tightened before using the Adjustastair.



* 600mmW Step Attachment option available

INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION

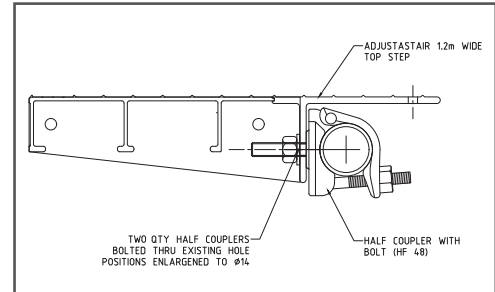
PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

ACCESSORIES

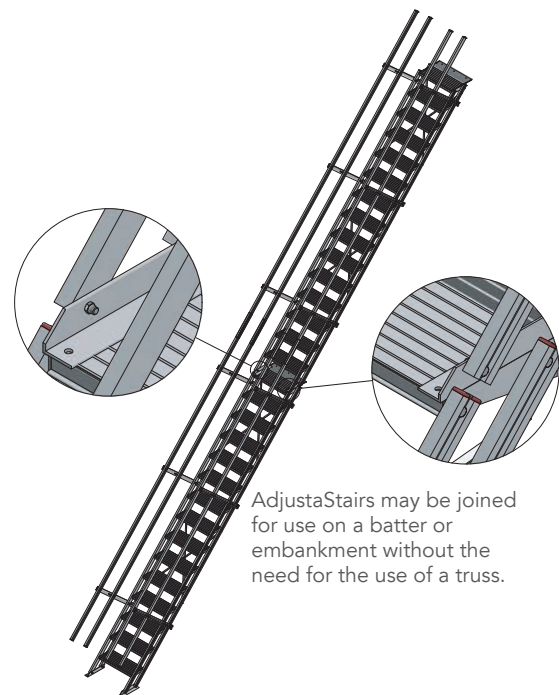
SCAFFOLD MOUNT COUPLER

- Bolt-on single couplers may be used to secure the top step to a scaffold tubular frame. The holes at either end of the top step are machined to 14mm diameter and two couplers attached as shown.
- Ensure the Locator and Lock Tabs on the balusters are securely tightened. Older model stairs should have a Strutlock each side.
- The base angle brackets should be fixed to the support surface where possible.

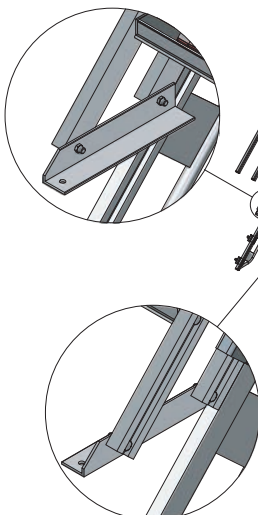


JOINING TRUSS

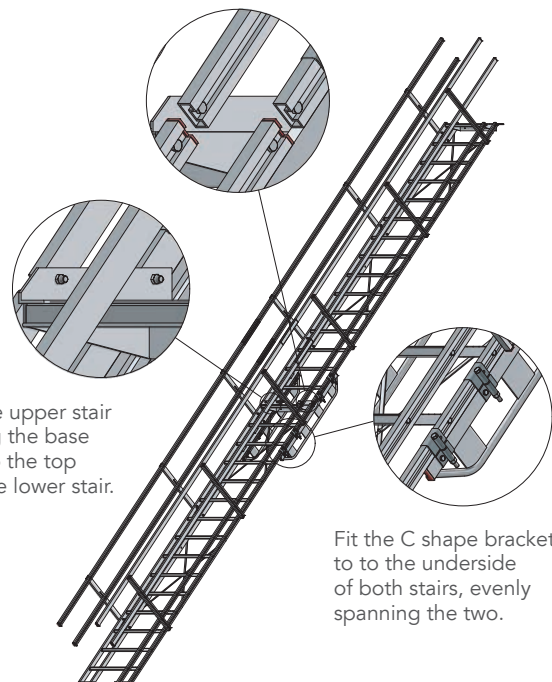
- The truss attaches under the bottom stringers allowing two stairs to be joined together end to end.
- Remove the base angle brackets on the upper stair and mount them facing inwards on the inside of the stringers.
- Attach the upper stair to the lower one by fitting M10 x 30mm bolts through the base brackets into corresponding holes in the top step of the lower stair. Tighten nyloc nuts firmly.
- Fit the 'C' shaped brackets over the bottom stair stringers spacing it evenly across the join between the stairs. Tighten the nyloc nuts firmly.
- Note; where the combination of two stairs equals a total length greater than 15 steps and the configuration is a clear span there must be a central support post fitted under the stair to ensure the SWL is maintained.



Mount the base angle bracket facing inwards on the inside of the stringers.



Attach the upper stair by bolting the base bracket to the top step of the lower stair.



Fit the C shape bracket to the underside of both stairs, evenly spanning the two.

INSTRUCTIONS – SAFETY, ASSEMBLY & OPERATION

PORTABLE STAIRS

600mm WIDE ADJUSTASTAIRS

MAINTENANCE SCHEDULE FOR ADJUSTASTAIRS STAIR SYSTEMS

- Maintenance checks must be carried out at least monthly by a competent person.
- If the AdjustaStair Stringers or steps have sustained damage at any time the stair must be checked and the damage corrected prior to further use.
- It is suggested that an independent qualified person carry out an annual check on the stair.

Component	Issue	Control	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Weld check	Cracking	Remove and replace weld, completed by a competent person												
Guardrails and Stringers	In place	All guardrails must be in place and bolts secured to prevent movement when stair is emplaced. Ensure stringer bolts are sufficiently tightened (on 15-17 drill speed setting)												
Top Step/ Support Foot	In place	Ensure bolted in position firmly to support surfaces, and bolts connecting to stringers are secure. If top step has rubber/foam grip, ensure this is in good condition; if excessively aged or no longer firmly secured this should be replaced by a competent person												
Extrusion Stringers, Steps, Handrails, Lifting Lugs	Damage	Any components that has been damaged must be replaced before reuse by a competent person												

YOUR ADJUSTASTAIRS STAIR IS NOW FULLY ASSEMBLED. PLEASE ENSURE THAT ALL USERS HAVE READ THE OPERATIONAL AND SAFETY INSTRUCTIONS LABEL ON THE ADJUSTASTAIRS PRIOR TO USING IT. THANK YOU FOR TAKING THE TIME TO READ THESE INSTRUCTIONS, AND FOR PURCHASING THE SSA ADJUSTASTAIRS.

The manufacturers or supplier will not accept liability for injury or damage resulting from product failure due to misuses, abuse, faulty installation and alteration, lack of reasonable care, lack of adequate training, use not listed under these Operational Safety Instructions or any other failure not related to defects in materials or manufacture.