

ASSEMBLY AND USE MANUAL

for floor platforms of

Wood-Pad system **WP9** panels

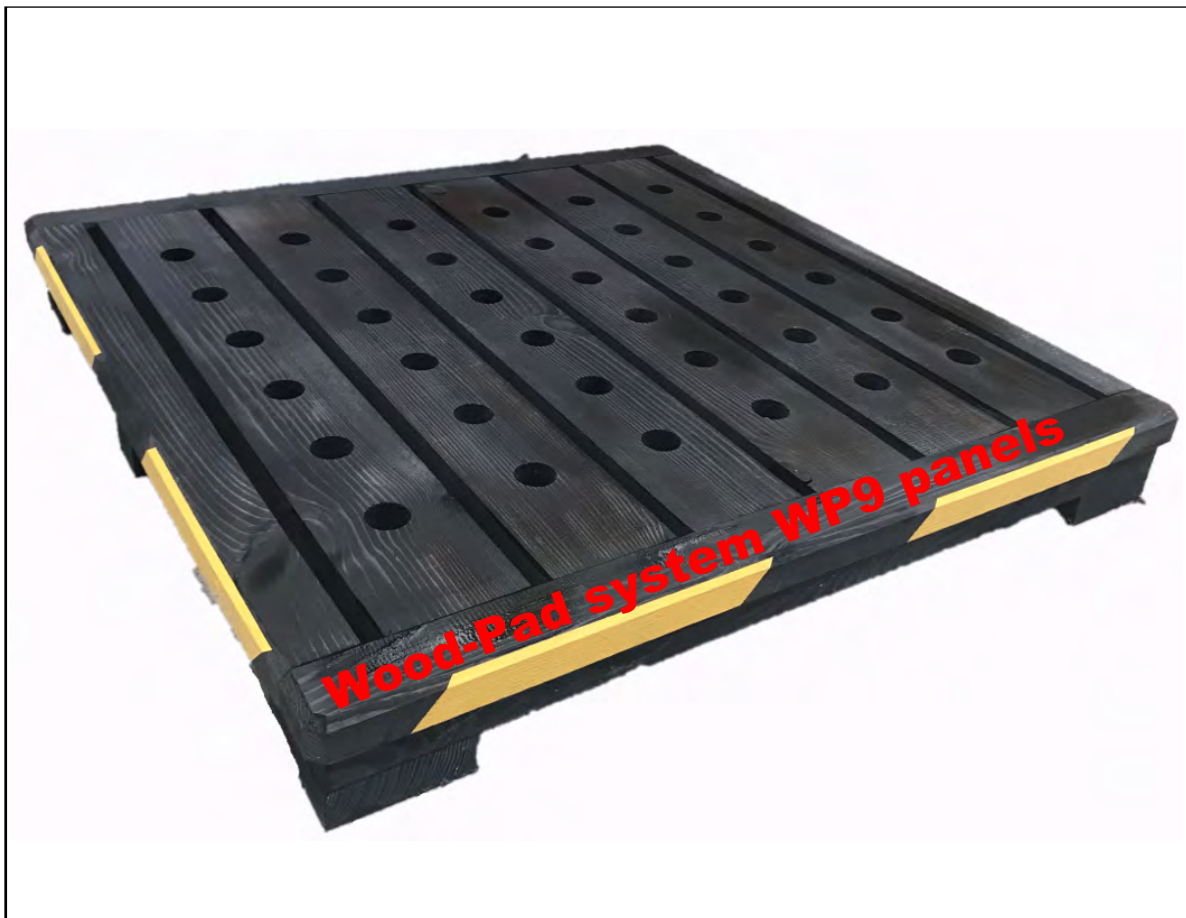


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1. Initial remarks:

- 1) **Wood-Pad** platform panels enable constructing floor platforms of low, 9 cm, height. For this scope, the law does not provide detailed safety conditions for machines handling and in vast majority of cases the use of railings is not required.

However, before constructing a platform, at a work place, the scope of activities related with machine / machine tool handling should be analysed, as well as fall- or tripping-related threats which may arise at a given workplace when stepping on or moving on a platform. The number of persons present on a platform while handling a machine should also be analysed – the required platform size may depend on it.

Such analysis will allow to assess the threat of falling from the platform e.g. while walking or standing on platform edge, while moving materials or when two or more people are present on the platform at the same time. Also, it will allow to establish the usefulness of the platform for a given work station and if railings should be additionally installed to limit threats.

- 2) When planning the construction of a platform at a specific work station, the following, among others, should be provided:
 - a) platform dimensions enabling safe performance of all handling activities without the necessity of standing on the platform edge and frequent stepping off the platform,
 - b) platform stability and its durability in relations to expected load,
 - c) platform surface evenness – height difference between top parts of neighbouring platform elements should not exceed 4 mm,
 - d) platform edges as well as its working surface to be marked with safety colours,
 - e) placing warning signs with description, e.g. “Warning: work on platform”, “Safe working load ...”,
 - f) a platform should feature anti-slip characteristics proper for the work station
 - g) analysis mentioned in 1) should be performed and possible additional safety measures in the form of railings should be provided.

2. Intended purpose of WP9 platform panels:

Wood-Pad system **WP9** platform panels are intended for making – on horizontal and even floorings of production facilities – floor platforms of machine and device work areas in order to ensure safe work at such areas. The **WP9** panels may also be used for joining, modernising and reorganising work stations in the vicinity of old and new machines as well as when constructing integrated production systems.

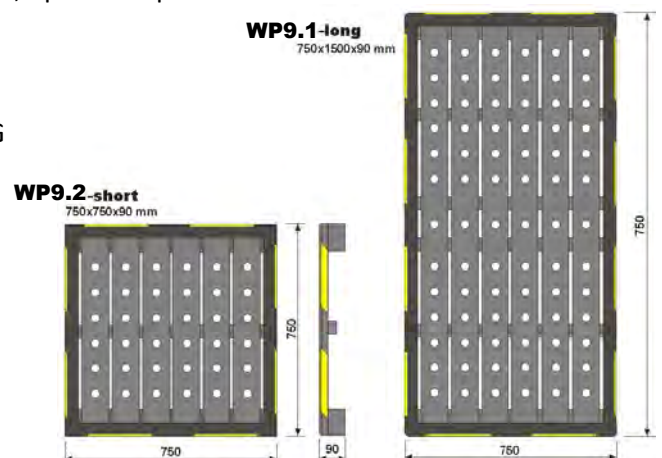
The platform panels are wooden with openwork and anti-slip surface, and are intended for use in production facilities on concrete, ceramic and plastic floorings, for dry work stations, within the scope defined with functional parameters presented in item 4.

3. Wood-Pad system platform panel types, their construction and functional features:

- 1) Wood-Pad system **WP9** platform panels are wooden, openwork panels and are available in two dimension types

- a) Short wooden, openwork platform panels
WP9.1-short [AxBxH: 75x75x9 cm]; weight ~14 kG

- b) Long wooden, openwork platform panels
WP9.2-long [AxBxH: 75x150x9 cm]; weight ~28 kG



- 2) Safe working load:
 - * balanced up to 500 kG/m² [5.0 kN/m²]
 - * concentrated – up to 200 kG [2.0 kN]
- 3) Element deflection under the above mentioned loads does not exceed 3 mm.
- 4) Anti-slip class: **R13** defined in accordance with the German DIN 51130 standard.
- 5) The panels have openwork surface which allows for easy draining of spilled liquids under the panels, which limits the threat of slipping, and chips, dust and other waste may be easily removed from their surface under the platform.
- 6) Standard, basic height of platforms made of **WP9** panels is 9 cm.

4. Principles and recommendations for safe use:

Considering residual risk which has not been eliminated at design and production stages, the following remarks and indications will allow the user to additionally limit and minimise the remaining risk.

- 1) Only panels assembled correctly, following this manual, may be used. The whole platform should be assembled properly and in a stable manner, on an even surface.

- 2) In the vicinity of a floor platform, warning signs and inscriptions to be placed – warnings against tripping and falling:

WARNING Work on platform



- 3) Attention should be paid not to exceed the load over the safe values. Next to a platform, in a clearly visible place, information about safe working load should be placed:

Platform safe working load:

- * **balanced - 500 kG/m²**
- * **concentrated - 200 kG**

- 4) Standards do not require the use of railings at platforms with height up to 50 cm, however, in cases of increased fall risk, e.g. when walking or standing on platform edges, frequent moving of materials on the platform or when at least two people are on the platform simultaneously, it is recommended to install railings to minimise threats. Such threat and risk assessment is conducted at a company on their own, at a specific work station.
- 5) At least once per three months a general inspection of the platform should be conducted in order to assess its technical condition and functional state. In case of intensive work on the platform, and when other regulations or instructions related with a given work area require so, inspections should take place more frequently.

When inspecting the platform, the following should be checked and assessed:

- is the platform surface even?
(no panel part may rise over the neighbouring one more than 4 mm)
 - is the surface slippery or not?
 - is the platform basis even and stable?
 - is the whole platform firm and stable, and the panels not curling?
 - are the platform panels not damaged?
- 6) Every day, before commencing work on the platform, a general visual assessment of the platform's condition should be made, with particular attention paid to evenness of the surface and its contamination.
 - 7) All noticed irregularities and damage must be immediately corrected. The use of platforms with irregularities or the use of damaged ones causes danger in the working area.

- 8) Accumulation of waste on the working platform surface should be avoided. Footwear of the staff and the platform surface may not be covered with mud, oil, dust, lubricant or any other slippery substances.
All such contaminants should be removed from the surface and footwear on an on-going basis.
- 9) Persons working on a platform should use protective footwear with anti-slip sole tread.
- 10) Proper lighting should be provided when work takes place at a work station equipped with the platform.
- 11) Driving industrial trucks on platforms is forbidden.
- 12) Upper surface should be cleaned as often as possible not to allow dust, chips, lubricants and other contaminants to accumulate. Cleaning the surface under the platform is very easy and takes place after removing a panel(s), which requires no tools. After cleaning the platform basis, panels should be replaced.
- 13) At platform entry areas, a ramp should be placed to minimise the risk of tripping.

5. Final remarks:

- 1) **WP9** platform panels have been designed in accordance with the requirements of the harmonised safety standard PN-EN ISO 14122-2:2016-08E / Machinery safety.
Fixed means of access to machines – Part 2: access walkways and gangways
- 2) Persons using platforms (machine operators) should be trained in respect of principles and recommendations of safe use and maintenance, defined in item 4.

