

# Inspecting your kickstool

If you use kick stools or step ups you need to check them regularly to make sure they are safe. This is a guide on what to check and what to look out for. It is recommended that you do this at least annually and record your findings. You can use the [Stepladder Register](#) to do this. In most cases a simple sticker attached to the kickstool is sufficient to record when the last inspection was carried out. In addition, users need to do their simple pre-user checks. Information on how to do that is found in the leaflet [A step too far?](#)



## **Gently tap the kick stool with your foot.**

Does it move freely?

If it tends to veer to the left or right, makes lot of noise when it moves, or doesn't move at all there may be problems with the wheels.

## **Give it a look over to assess overall condition.**

If you notice any significant dents, corrosion or lose parts the kick stool will need to be replaced



## **Check whether all the wheels are there.**

Are they all there? There are usually three wheels.

If any are missing the kick stool needs to be replaced.



## **Check the condition of the wheels and axle.**

Are the wheels running freely? Are the wheels and axle in good condition? There should be no contamination on the wheels or axle.

If a wheel or axle is broken, not running freely or stuck the kick stool will need to be replaced.

## **Check the wheel spring.**

Is the spring there and able to be engaged by pressing down on the wheel? No contamination or corrosion.



**Check the fixtures between the top and bottom part of the kick stool.**

They are found underneath. Are they still in place and locked in fixed? Are they free from corrosion?



**Check the rubber ring on the base.**

Is it fixed in position and around the bottom rim?

If it is missing, loose, not fixed in place and there is exposed metal on the rim the kickstool will need to be replaced.

**Check the rubber surfaces on the bottom and top step.**

Are any missing or damaged? Are any loose or heavily contaminated surfaces?

If any are missing, loose, damaged or heavily contaminated the kickstool will need to be replaced. Some models have a rubber band on the base.

**Check any other rubber fixtures are in place and in good condition.**



**Check the kick stool engages when you stand on it.**

Once you have completed all these checks stand on the kickstool. It should go down smoothly and the rim makes full contact with the floor. If it doesn't go down smoothly or wobbles when you step up, it will need to be replaced.

**Update your sticker on the kickstool.**

The sticker should have: Kickstool unique identifier, department and date last inspected. Kickstool that fail must be removed and disposed of.