



SAFE USE & MAINTENANCE GUIDE LADDER AND STAIR CART ITEMS

Thank-you for your purchase! This guide will help you maintain and extend the service life of your products, while ensuring that they remain safe and usable for your associates and patrons.

Any product, no matter how well constructed, may fail as a result of improper maintenance, abuse/mistreatment, or improper use. To reduce this risk, we strongly recommend you read and follow all safety/maintenance procedures contained in this packet and implement your own safety inspection and maintenance protocols before placing your items in use.

Guide Contents

- Receiving & Unloading
- Safe Use Information
- Care and Use Guidelines
- Safety Inspection Criteria
- Safety Inspection Checklist
- Maintenance Recommendations
- Required Labels
- Recommended Labels

Receiving & Unloading

Your National Cart products have been packaged to prevent damage and utilize the space in the trailer. Immediately take control of the delivery when it arrives. The driver may or may not know the procedures needed to unload products. Once the trailer is in place at the loading dock check all visible bindings. **DO NOT** drop the products to the ground while unloading, components may be damaged.

DAMAGE CAUSED BY IMPROPER UNLOADING AND HANDLING OF PRODUCTS IS NOT COVERED BY THE WARRANTY. COUNT THE PRODUCTS AS THEY ARE UNLOADED, BUT KEEP THEM SEPARATE FROM OTHERS SO THAT THE COUNT CAN BE VERIFIED AT THE END OF UNLOADING. INSPECT PRODUCTS FOR ANY DAMAGE CAUSED DURING SHIPMENT. ITEMS SHALL BE UNPACKED TO THE EXTENT NECESSARY TO DETECT OTHERWISE CONCEALED DAMAGE. NOTE ANY DAMAGE AND THE FINAL PRODUCT-COUNT ON THE BILL OF LADING.

Important:

Remove any product from service if it is found to be damaged or if it fails one or more checks listed in the safety inspection criteria section of this guide. A damaged item should remain out of service until a repair or replacement can be made. Missing or damaged items must be reported to the driver and to National Cart. Call 1-800-455-3802 and speak to a customer service representative with the details of your shipment.

Safe Use Information

The intended use of Ladder and Stair Cart items is to provide access to an elevated working position or access to materials out of the reach of associates. Any use other than what the product is intended for can cause damage to the product and make it unsafe to operate. **Items with damage, defects or missing parts must be taken out of service immediately until a repair or replacement can be made.**

Moving Parts Safe Use Guidelines

The product(s) that you have may or may not have moving parts that are incorporated into their design. Some or all of the following guidelines may be applicable to your specific situation.

- Make sure all removable features (handles, shelves, legs etc.) are properly secured before operating
- Beware of pinch points and keep all body parts, clothing or other objects clear from these areas.

Promoting Safe Use in the Store

The safe use and operation of the product should be a high priority of operation wide safety practices. **Associates need to be trained about the potential dangers caused by not following warning labels and recommendations.**

Care and Use Guidelines

THE FOLLOWING LIST PROVIDES SOME BASIC DO'S AND DON'TS ABOUT OPERATING LADDER AND STAIR CART UNITS

DO inspect unit prior to each period of use for any sustained damage, such as unusual wear, deterioration or corrosion, defects, and loose or missing parts. If any of these conditions are found, remove the product from service immediately. *Inspection checklist provided in this document*

DON'T use ladder or stair cart units that are damaged or weakened from any cause until repairs are completed. Units that are damaged or worn beyond repair shall be destroyed.

DON'T climb a damaged ladder or stair cart for any reason.

DON'T move the unit while it is occupied.

DON'T overload unit beyond the rated load.

DON'T store materials and equipment on the steps or platform of the unit.

DON'T attempt to reach higher by adding an extension or placing an object on the platform. Both feet should be in contact with the platform when in use.

DO remove any foreign materials, such as grease or mud, from the steps or platform, as well as the associate's shoes, prior to ascending the steps.

DO use the handrails while ascending or descending the steps.

DO face the steps while ascending or descending the unit.

DON'T use ladder or stair cart units in front of a door unless the door is secured in an open position, locked, attended or barricaded.

DON'T overreach while on a ladder or stair cart. Overreaching could cause instability and result in a fall.

DO keep the unit in close proximity to the work being performed. Descend and relocated as needed to prevent overreaching.

DON'T use the unit on uneven or sloping surfaces. Ladder and stair cart units are intended to be used only on a level surface.

DO educate your associates and managers in the proper use of ladders and stair carts units, and require that associates and managers have

been read and understood the user instructions before allowing them to use any unit.

DON'T step on any portion of the unit other than the steps or platform.

DON'T allow associate or manager to climb on the unit if he or she is subject to any of the following: dizziness or a loss of equilibrium, or any physical impairment in safe climbing, especially if caused by alcohol and/or drugs.

DO perform periodic maintenance and repairs to your ladder and stair cart units to ensure they are safe and ready for use.

DO educate your associates and managers when and how to intervene when they observe unsafe use of units.

DO inform management of unsafe conditions in the operating environment.

DO keep surfaces clean and free from obstructions.

DO move units or set them in place manually unless they have been specifically designed to be moved with a fork truck or pallet jack.

DON'T sit or hang on or in products.

DO place loads onto products from the bottom up and always put the heaviest loads on the bottom first.

DO store or install units neatly and in locations that do not allow the units to become hazards within their environment

DO place items onto units in ways that fully support the load. Do not place items larger than the load bearing surface(s) onto unit.

DO stabilize loads on products and always load to achieve the lowest possible center of gravity.

DO avoid tall loads that could cause overturning.

DON'T use ladder or stair cart units for horseplay.

DON'T modify a unit in any way.

DO use caution when operating a product around hazards (curbs, thresholds, etc.)

DO keep hands and loose clothing or hair clear from hinges, pinch points and moving parts

DON'T allow products to impact against each other or any other kind of obstruction.

Safety Inspection Criteria

Inspect your products as necessary to keep them in proper working order. To aid you in performing routine Safety Inspections; we are providing the following Safety Inspection Checklist. Products should be visually inspected regularly to identify problems. **Train associates to know what to look for during inspections. Remove products from service immediately if any safety issues are found.**

Maintenance

Recommendations

Your National Cart Products have been designed to withstand the daily rigor of normal use and to perform as expected throughout their service life with minimal maintenance. While special cases may exist, the care and maintenance of the products is your responsibility. By following the procedures listed below, you can be sure that your purchase will have a long and useful life. We strongly recommend that you perform a thorough cleaning and routine maintenance every 3-6 months. The products should be serviced by a trained in-house associate, or a qualified service company.

REPLACE WORN COMPONENTS.

Parts such as plugs, caps, hand grips, casters, bumpers, removable components, etc can be easily replaced during routine maintenance. Certain repairs may require a higher level of mechanical expertise and knowledge. Please contact your customer service representative if you are unsure of any necessary repair.

Safety Inspection Checklist

If one or more of the following criteria fails upon inspection of a product, – **REMOVE FROM SERVICE IMMEDIATELY UNTIL A REPAIR OR REPLACEMENT CAN BE MADE.** Items that have been removed from the fleet for repair should be tied together with a lock and chain and labeled “**DO NOT USE – UNSAFE**” until they can be repaired or replaced.

- ✓ **All Safety-Warning Labels are present and fully legible.**
(See next page for a listing of labels.)
- ✓ **All moving parts can be operated properly and with ease.**
- ✓ **There is no visible sustained damage, including unusual wear, deterioration or corrosion.**
- ✓ **There are no missing or broken components on the product.**
- ✓ **All fasteners/anchors are tight and secure.**
- ✓ **There are no bent, cracked, sharp or protruding areas on the product that may cause injury.**
- ✓ **All welds and/or joints are intact and the product is level to the ground.**



National Cart Co. LLC
Customer Service Department
3125 Boschertown Road
St. Charles, MO 63301

Phone: (636) 947-3800
Fax: (636) 723-4477
www.nationalcart.com

Required Labels

Each ladder and stair cart unit has a set of required labels placed in critical locations. If, during a routine inspection or in regular use, it is noted that a label is missing or damaged, please refer to the below label guide and contact your customer service representative for information on obtaining replacement labels.



WL00061 - 'CAUTION! PINCH POINT' - 3.75x0.75 YELLOW LABEL W/ BLACK TEXT - (2) LOCATED IN TOP TWO CORNERS OF PLATFORM, WHEN VIEWING UNDERSIDE



WL00058 - 'NOT A STEP' - 3.75x0.75 YELLOW LABEL W/ BLACK TEXT - (3) LOCATED ON TOP OF LOWER BAR OF BOTH HANDLES AND CENTERED ON CROSS TUBE ALIGNED WITH HANDLES



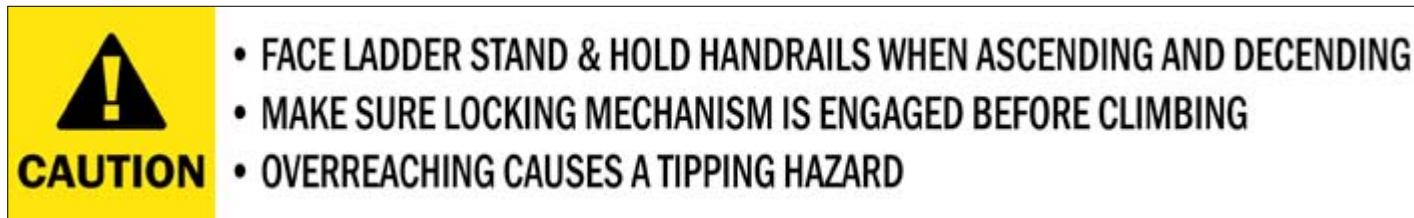
B001958 - 'CAUTION' SMALL - 4.25x2.63 WHITE LABEL W/ YELLOW & BLACK TEXT - (1) LOCATED CENTERED IN OPEN PANEL ON UNDERSIDE OF PLATFORM



WL00060 - '300 LB MAX LOAD' - 3.75x0.75 WHITE LABEL W/ BLACK TEXT - (1) LOCATED CENTERED ON FRONT FACE OF LOWERED PLATFORM



B001959 - 'NOTICE' - 4.0x1.5 WHITE LABEL W/ BLUE & BLACK TEXT - (1) LOCATED ON LADDER END OF MIDDLE SHELF, FACING USER HOLDING HANDLES AND (1) LOCATED CENTERED ON OPPOSITE END



B001957 - 'CAUTION' LARGE - 9.75x1.5 WHITE LABEL W/ YELLOW & BLACK TEXT - (1) LOCATED ON LADDER END OF MIDDLE SHELF FACING USER HOLDING HANDLES

Recommended Labels

Each ladder and stair cart unit also has a set of recommended labels to make the functional aspect of the unit clearer. If, during a routine inspection or in regular use, it is noted that a label is missing or damaged, please refer to the below label guide and contact your customer service representative for information on obtaining replacement labels.



WL00059 - 'PUSH LATCH TO RELEASE' - 3.75x0.75 YELLOW LABEL W/ BLACK TEXT - (1) LOCATED ON SIDE OF PLATFORM CLOSEST TO BOTTOM LATCH



WL00057 - 'PUSH HERE' - 1.25x0.75 YELLOW LABEL W/ BLACK TEXT - (1) LOCATED ON VISIBLE FACE OF BOTTOM LATCH

Your Satisfaction is very important to National Cart Company. If you have any comments or questions concerning proper maintenance and/or safety of our carts, please contact our Customer Service Department (800) 455-3802. We recommend that this copy of NCC Safe Use & Maintenance Guide be kept on file or displayed within your facility. National Cart Company is not responsible for aftermarket additions or maintenance performed by outside contractors at your store. For a list of service companies, please call our Customer Service Department at the phone number below. For reprints of this document, visit our website at www.nationalcart.com. Spare Parts for NCC Products can be purchased by contacting our Customer Service Department by fax, phone or e-mail.