

# Guide to Assembly & Usage

## newpo Industrial Workstation



### Information

If in doubt, contact the supplier



Read this guide thoroughly before commencing assembly and retain for future reference



Before commencing assembly, unpack carefully and check that all components ordered are included



Assembly should be undertaken by a minimum of two competent people



Tools – Small rubber mallet



Assess for floor fixing. Tall narrow bays may require this to ensure stability



### Caution

During assembly, ensure to:



Take care during assembly and in use, particularly when lifting or stretching & when using tools



Wear appropriate safety clothing – protective gloves and footwear are recommended



Build on a suitable level floor, which is strong enough to support the load and allow adequate working space



Dispose of packaging materials responsibly



### Warning

Rules for the safe use of Workstations:



Ensure these instructions are retained for reference and that users are aware of the rules for safe use



Never climb on the structure or stand on the Workstation



Do not lean or support ladders, steps, or other objects against Workstation



Always use safety steps to reach high shelves



Do not use in damp or wet conditions



Load heavy items on the lower shelves & lighter items on the higher shelves



This product is designed for hand loading only



Ensure that the maximum load carrying capacities are not exceeded














Please refer to the loading information supplied for details

Workstations are safe when used responsibly.  
If in doubt, contact the supplier



### COMPONENT CHECK LIST

Component	WSA	WSB
	Quantity	Quantity
<b>A Tall Uprights</b> 	2	2
<b>B Medium Uprights</b> 	2	4
<b>C Short Uprights</b> 	2	N/A
<b>D Chipboard for Bench</b> 	2	2
<b>E Chipboard for Shelf</b> 	2	2
<b>F Plastic Feet</b> 	6	6
<b>G Front/Back Beam</b> 	8	8
<b>H Side Beam</b> 	4	4
<b>I Shelf Side Beam</b> 	4	4
<b>J Centre Support</b> 	2	4
<b>K Shelf Centre Support</b> 	2	4

### Loading information

#### Newpo Industrial Workstation

For any other layouts, please refer to your supplier for detailed loading capacities

#### Shelf load capacities

Maximum permitted bay capacities are based on UDL<sup>1</sup>.

IF YOU ARE IN ANY DOUBT REGARDING LOAD CAPACITIES, PLEASE CONTACT YOUR SUPPLIER

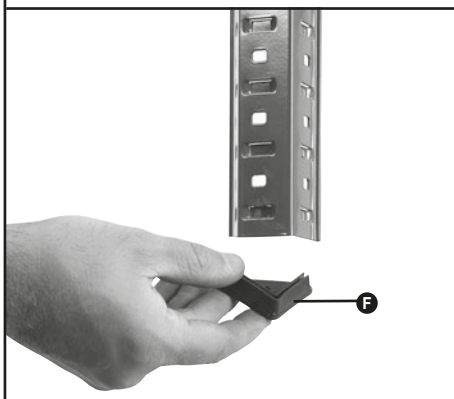
<sup>1</sup>UDL = Uniformly Distributed Load

Newpo Industrial Workstation	
Maximum load per top shelf	Maximum load per bench level
100kg	300kg

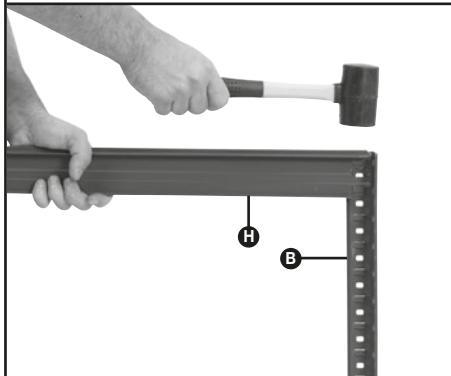
If you have any missing components please take note of the part name and code and contact your supplier

# newpo Industrial Workstation Assembly

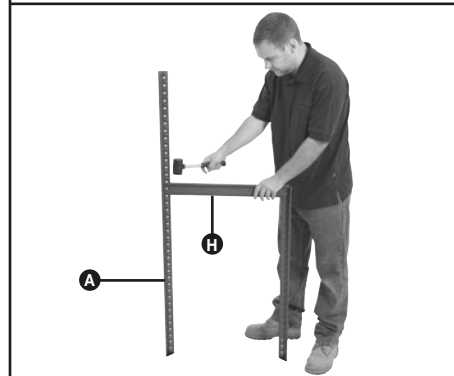
- 1** Fit plastic feet **F** to all uprights (**A B C**).



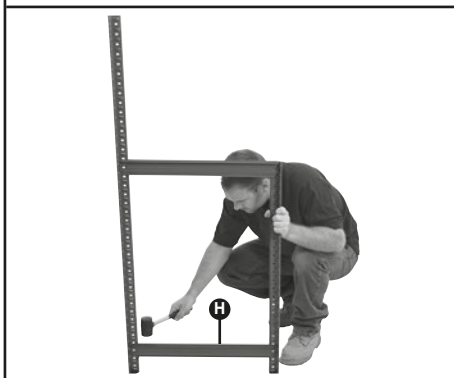
- 2** Insert a side beam **H** into the highest point of the medium upright **B** and tap down using a rubber mallet.



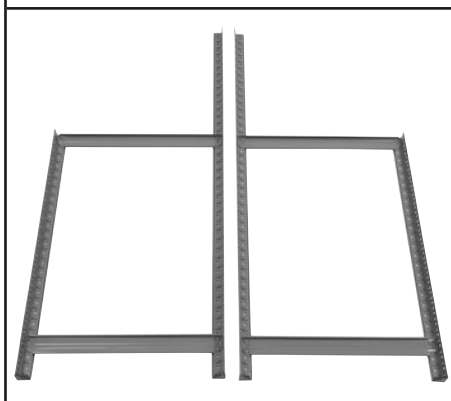
- 3** Ensuring that the side beam **H** is level, insert the beam into a tall upright **A** and tap down using a rubber mallet.



- 4** With the same technique fit a second side beam **H** at the height required for the lower shelf.



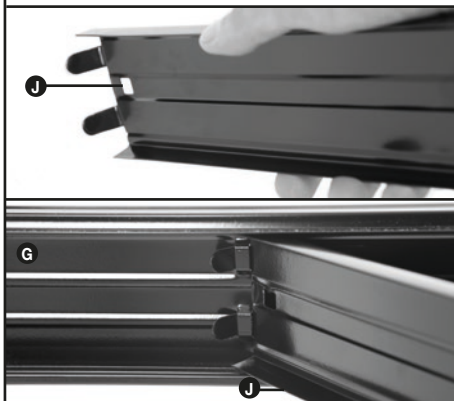
- 5** Repeat steps 2-4 to make a second side frame.



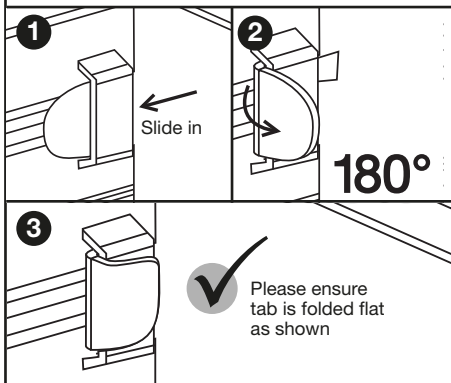
- 6** Using the long front/back beams **G** connect the two frames at the same levels as the side beams.



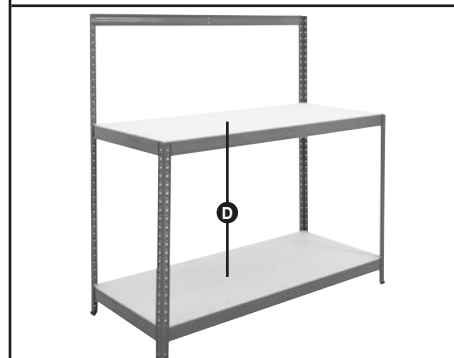
- 7** Bend the centre support **J** tabs at right angles.



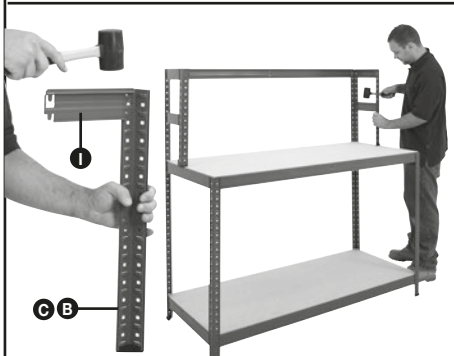
- 8** Slide the centre support beams into the slots in the long front/back beams and bend over using a screwdriver.



- 9** Fit a front/back beam in between the two uprights at the highest level and fit the chipboard for bench **D** on to the bench levels.



- 10** Fit the shelf side beams **I** to the top of the remaining uprights **C** together with the lower shelf at the required level and fit to the uprights.



- 11** In the shelf levels fit the centre supports **K** as per steps 7-8.



- 12** Fit the remaining chipboard for shelf **E** to create the two upper shelves.

