

## EN 131 LADDERS

# Instructions for use

### BEFORE USE

- Make sure that your physical condition allows the use of a ladder. Some disorders, certain types of medication and alcohol and drug abuse may represent hazards.
- While carrying the ladder on the roof rack of a car or in a lorry, make sure that it is installed so as to avoid damage.
- Inspect the ladder after delivery and before it is first used and check the good condition and proper working of all its constituent parts.
- Visually inspect the ladder before each use to make sure that it is not damaged and can be used safely.
- Regular periodic inspection is required for trade use.
- Check that the ladder is suited to the job.
- Do not use damaged ladders.
- Eliminate any foreign material on the ladder, such as wet paint, mud, oil or snow.
- Before using a ladder for trade work, assess the risks in keeping with the legislation of the country of use.

### POSITIONING AND SETTING THE LADDER

- Set the ladder in an appropriate position, for instance at the correct angle (tilt of about 1.4), with the rungs or steps parallel if it is a single ladder or fully opened if it is a double ladder.
- Any locking systems on the ladder must be fully locked.
- The ladder must rest on a regular, flat and fixed surface.
- Single ladders must rest on a strong flat surface and be stabilised before use, for instance with stoppers or an appropriate device that makes them stable.
- Never reposition the ladder from a high position.
- While installing the ladder, take account of the risk of collision with the ladder, e.g. the ladder colliding with pedestrians, vehicles or doors. Secure the doors (but not the emergency exits) and windows on the worksite if possible.
- Identify any electrical hazard on the site, e.g. overhead power lines or other non-insulated electrical equipment.
- The ladder must rest on its feet and not on its rungs or steps.
- The ladder must not be positioned on a slippery surface (e.g. ice, shiny surfaces or surfaces that have visibly been contaminated), except if effective additional steps have been taken to stop it slipping or to make sure that any soiled surfaces are sufficiently clean.

### USE OF LADDER

- Do not exceed the total maximum load for the type of ladder used.
- Do not attempt to reach a point that is too far. The waist of the user must be located between the two uprights of the ladder and their feet must be on the same rung or ladder throughout the task.
- Do not get off a single ladder from a great height without an additional safety system (securing or the use of an appropriate stability system, for instance).
- Do not use a double ladder to gain access to another level.
- Do not stand on the top three steps/rungs of a single ladder.
- Do not stand on the top two steps/rungs of a double ladder without a platform or a support bar at hand/knee height.
- Do not stand on the top four steps/rungs of a double ladder extended by a sliding ladder.
- Use ladders only for minor jobs that are completed in a short span of time.
- Use non conductive ladders for jobs to be done on live electrical equipment.
- Do not use ladders outdoors in adverse weather conditions (e.g. strong winds).
- Take all the precautions required to prevent children from playing on the ladder.
- Secure the doors (but not the emergency exits) and the windows on the worksite if possible.
- Face the ladder when you climb up and down.
- Hold the ladder firmly when you climb up and down.
- Do not use the ladder as a bridge.
- Wear appropriate shoes to climb on the ladder.
- Avoid any excessive sideways force, such as the use of a drill in bricks or concrete.
- Do not stay on the ladder for extensive periods of time without regular breaks (fatigue is a risk).
- To access a higher level, extend single ladders to at least 1 m above the point you want to reach.
- Equipment carried while you use the ladder must be lightweight and easy to handle.
- Avoid any work involving sideways force from double ladders (e.g. drilling hard materials such as brick or concrete).
- Hold the ladder with one hand while carrying out your task. If that is not possible, take other safety measures.

### REPAIR, MAINTENANCE AND STORAGE

- Maintenance and repair must be carried out by a competent person in accordance with the manufacturer's instructions.
- Ladders are to be stored in accordance with the manufacturer's instructions.

